



MINSTER TRUST FOR EDUCATION – The Minster School COVID-19 School Risk Assessment Update January 2022

Operations/Work Activities covered by this assessment:	COVID-19 SCHOOL RISK ASSESSMENT RECORD					
Site Address/Location:	Nottingham Road, SOUTHWELL			Department/Service/Team:	The Minster School	
Assessment Date:	04/01/2022			Lead Assessor:	Ben Chaloner	
Authorised By:	Matthew Parris CEO Mitre					
Who Might Be Affected	Employee <input checked="" type="checkbox"/>	Contractor <input checked="" type="checkbox"/>	Visitor <input checked="" type="checkbox"/>	Pupil <input checked="" type="checkbox"/>	Client <input checked="" type="checkbox"/>	Member of Public/Third Party <input checked="" type="checkbox"/>
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.	<p>Head Teacher will be responsible for checking government guidance daily. In their absence Deputy Head Teacher will fulfil this role.</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 Sharepoint,</p> <p>Changes to school arrangements will be communicated to parents via SchoolComms and Website</p> <p>Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.</p>	L	L	L	

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		Queries regarding COVID-19 in schools, other educational establishments and children's social care can be discussed via the DfE Coronavirus helpline, tel: 0800 046 8687 / dfecoronavirushelpline@education.gov.uk				
Increased risk of transmission due to increased pupils / staff working in close proximity.	Individuals may be exposed to COVID-19.	<p>Government guidance no longer recommend that it is necessary to keep pupils in consistent groups or 'bubbles'.</p> <p>Assemblies can resume. The following control measures will be implemented to ensure that assemblies are managed:</p> <ul style="list-style-type: none"> • Windows open for ventilation • Use of main hall – large room <p>To avoid large groups gathering together all assemblies to take place virtually – reviewed mid January 2022.</p> <p>Pupil groups are now able to mix during lunchtime. The following control measures will be implemented to ensure that lunchtimes are managed:</p> <ul style="list-style-type: none"> • Year Group zone • Maximise the use of outside spaces <p>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.</p> <p>An outbreak management plan is in place.</p> <p>Following updated guidance</p> <ul style="list-style-type: none"> • All staff and students (year 7+) to wear a face covering in communal areas unless exempt 	M	M	M	
Management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>Close contacts will be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>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.</p> <p>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</p>	M	L	L	

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		<p>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).</p> <p>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.</p> <p>Any individual who identifies themselves as a close contact to someone who has tested positive for Covid-19 is strongly advised to take a LFD test every day for 7 days regardless of their vaccination status.</p> <p>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.</p> <p>An outbreak management plan is in place.</p>				
Use of face coverings in education settings to minimise transmission of COVID-19.	Individuals may be exposed to COVID-19.	<p>Face coverings are recommended for pupils classrooms. Staff and visitors are recommended to wear a face covering if near students but not when at the front of the class. They can be worn by staff or visitors wish to.</p> <p>Staff, students and visitors are strongly recommended to wear a face covering in communal areas unless exempt.</p> <p>In England, face coverings must now be worn in shops and shopping centres, in transport hubs and on public transport. You should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.</p> <p>An outbreak management plan is in place.</p>	L	L	L	
Outbreak management of confirmed cases of COVID-19 amongst the school community.	Individuals may be exposed to COVID-19.	<p>An outbreak management plan is in place.</p> <p>Please refer to the outbreak thresholds given in the Contingency Framework for childcare and educational settings (page 18).</p>	M	M	M	

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		<p>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.</p> <p>You <u>must</u> 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)</p>				
Increased risk of transmission due to inadequate hygiene and inadequate PPE.	Individuals may be exposed to COVID-19.	<p>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.</p> <p>Staff to reinforce messages (to pupils and others) to;</p> <ul style="list-style-type: none"> • Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. <p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, or use hand sanitiser, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> • On arrival to the classroom. • After using the toilet • After breaks / sporting activities • When changing rooms • Before food preparation • Before and after eating any food (inc. snacks) <p>Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running water.</p> <p>Supervised use of hand sanitiser to minimise risk of ingestion.</p> <p>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)</p>	L	M	L	

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Increased risk of transmission due to inadequate cleaning regimes.	Individuals may be exposed to COVID-19.	<p>An appropriate cleaning schedule is in place and maintained. There is regular cleaning throughout the day of high traffic areas/touch points/ toilets.</p> <p>Staff required to conduct cleaning tasks to have received suitable and sufficient training for safe cleaning procedures and use of hazardous substances.</p> <p>Additional guidance is available at: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>	L	M	L	
Increased risk of transmission due to insufficient ventilation.	Individuals may be exposed to COVID-19.	<p>Staff are regularly reminded of the importance of good ventilation. This includes the open of windows and doors.</p> <p>Air Handling Units are in place to provide fresh air circulation to classrooms without windows. They were installed at the time of the school build – in the ceiling space.</p> <p>Rooms with air conditioning should still open windows/doors to allow for fresh air to enter the room.</p> <p>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.</p> <p>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).</p> <p>The need for increased ventilation while maintaining a comfortable temperature must be balanced.</p> <p>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.</p> <p>Additional guidance is also available at:</p> <ul style="list-style-type: none"> Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) CIBSE - Coronavirus COVID 19 	M	M	M	

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Failure to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.	Individuals may be exposed to COVID-19.	<p>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)</p> <p>They must not come into school if</p> <ul style="list-style-type: none"> • 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). <p>If anyone in school develops COVID-19 symptoms, however mild, they must be sent home and they must follow public health advice.</p> <p>Details on COVID-19 symptoms are available at: Symptoms of coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Everyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they must be left in a room on their own if possible and safe to do so or in a safe area outside the school buildings. 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).</p> <p>Symptomatic child will be moved to an Isolation room which is used as the isolation area until parent arrives for collection.</p> <p>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)</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>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 	L	M	L	

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		<p>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).</p> <p>Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within schools. At home testing, twice a week, is recommended for all staff and for all secondary students after the completion of onsite testing. This is communicate via schoolcomms, briefings etc,</p> <p>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).</p> <p>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)</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>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.</p> <p>Additional information is available via: Coronavirus (COVID-19): test kits for schools and FE providers - GOV.UK (www.gov.uk)</p>	L	M	L	
Pupils identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>Recent clinical studies have shown that children and young people are at very low risk of serious illness if they catch COVID-19. As a result, children and young people under the age of 18 are no longer considered to be clinically extremely vulnerable and should continue to follow the same guidance as everyone else.</p> <p>Pupils and students should continue to attend their school or other education setting. It is important that children attend school for their education, wellbeing, mental health and long-term development.</p> <p>Further information is available at: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-</p>	L	M	L	

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		<p>extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings and Supporting pupils with medical conditions at school - GOV.UK (www.gov.uk).</p> <p>Any additional arrangements that might be implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p>				
Symptomatic individuals attending school.	Individuals may be exposed to COVID-19.	Children with symptoms should not attend school. They should have a PCR test and can return if this is negative. If a child cannot take or access a PCR test then they should isolate for 10 days from the onset of symptoms.	L	M	L	
Staff identified as at increased risk and exposed to COVID-19.	Individuals may be exposed to COVID-19.	<p>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.</p> <p>Further guidance is available at: COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK (www.gov.uk)</p> <p>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.</p> <p>Business Manager to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>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.</p> <p>The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.</p> <p>Both the F45-1 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at:</p>	L	M	L	

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		<p>https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</p> <p>Any individual risk assessments for staff MUST be completed in conjunction with the employee and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements.</p> <p>The Health and Safety Executive (HSE) has published guidance:</p> <ul style="list-style-type: none"> • 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.	<p>Before any overseas visit can be arranged suitable travel insurance, including cover for Covid-19, must be in place.</p> <p>Domestic trips can take place.</p> <p>Risk assessments for any trip must have a full risk assessment that is submitted to Evolve. Trips must follow any public health advice in place such as hygiene and ventilation and these must be included in the risk assessments.</p> <p>General guidance about educational visits is available via: Health and safety on educational visits - GOV.UK (www.gov.uk)</p> <p>This is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP): https://oeapng.info</p>	M	M	M	
Inadequate management of contractors and / or visitors increasing risk of COVID-19 exposure and transmission.	Individuals may be exposed to COVID-19.	<p>Key control measures and ways of working within the school environment are discussed with visitors / contractors on arrival.</p> <p>Contractor induction completed with contractors on arrival at site and a record maintained.</p> <p>Site Manager to conduct contractor induction and maintain a record.</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>Avoid shaking hands with colleagues and visitors.</p>	L	M	L	

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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.	<p>Supply chains are in place to source PPE, cleaning materials and hygiene products.</p> <p>Cleaning contract and catering contract agencies have processes in place for the supply of materials and provision of service.</p> <p>Site Manager will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Site Manager will be responsible for ordering and sourcing stocks of PPE, cleaning materials and hygiene products.</p> <p>Where there is an unmet urgent need for PPE please contact your local authority. Within Nottinghamshire please email ppe@nottsc.gov.uk for assistance.</p>	L	M	L	
Risk of fire and delayed evacuation due to insufficient fire safety management.	Serious injury / ill-health / death in the event of a fire.	<p>Fire Risk assessments are up to date</p> <p>Fire evacuation routes to be kept clear at all times.</p> <p>Safe egress from the building MUST be considered during any reconfiguration of room layout / usage.</p> <p>Changes to fire evacuation procedures or roles supporting fire evacuation (wardens / marshals absent) will be communicated to all staff via Sharepoint</p> <p>Fire drill to be completed termly or following changes and a record maintained in the fire log book.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Site team will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>SENCO will be responsible for reviewing PEEP regularly and amending support plans as required.</p>	L	H	M	
Inadequate first aid provision in school.	Injury or ill-health suffered as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.</p>	L	H	M	

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		<p>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@nottsc.gov.uk.</p> <p>Training issued and refreshed continually to first aiders.</p> <p>First aid kits suitably stocked, located and checked routinely.</p> <p>School awareness of method for contacting emergency services.</p>	L	M	L	
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.	<p>Adequate supervision and awareness of pupil behaviours at all times.</p> <p>Staff received Coping with Risky Behaviours (CRB) training as necessary.</p> <p>Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.</p> <p>Parents / visitors / members of the public informed that abusive behaviour will not be tolerated if required.</p>	L	M	L	
Additional Notes						

Signature of Assessor: B Chaloner	Date: 04/01/22
Signature of Person Authorising: Matthew Parris	Date:04/01/22

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
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