

COVID-19 School Risk Assessment (H&S Update – September 2020)

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS		
Site Address/Location:	Firbeck Academy – Firbeck Road, NG8 2FB	Department/Service/Team:	Whole School
Note: A person specific assessment MUST be carried out for young persons, pregnant women and nursing mothers			

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
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School failure to follow National Government Guidelines.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Daily checks are made with the Government online guidance.</p> <p>Onsite designated officer to be appointed.</p> <p>Government guidance may be issued overnight, checks must be made prior to opening each day.</p> <p>Up to date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via Emails, Staff Meetings, Inset Days etc.</p> <p>Changes to school arrangements will be communicated to parents via Newsletter, Class Dojo, Bromcom, etc.</p>	L	L	L	<p>Helen Duffy & Sem Cao will be responsible for checking government guidance daily. In their absence David Edwards & Zoe Piponides will fulfil this role. Government COVID-19 guidance is available via; https://www.gov.uk/coronavirus</p> <p>Our Designated Covid Officer is Andrea Hooker.</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 / dfecoronavirushelpline@education.gov.uk</p>	Helen & Sem	Ongoing	Ongoing	L	L	L

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		Changes to pupil arrangements / requirements to be communicated and reinforced via Head Teacher / Teachers.										
Pupils identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Pupils who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Sem Cao to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>Additional arrangements 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> <p>Updated health care plans to be signed by parent / carer.</p> <p>Assess the need for PPE / RPE to facilitate any close</p>	L	M	L	<p>Government on shielding and protecting people defined on medical grounds as extremely vulnerable is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</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> <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>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>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>	Sem Cao	Ongoing	Ongoing	L	L	L

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		contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).										
Staff identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>From 1st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace.</p> <p>Employees who are extremely clinically vulnerable must take extra care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Consider if vulnerable employees can continue working from home.</p> <p>Regular communication with staff working from home.</p> <p>Staff must not be disadvantaged by not being present on site.</p>	L	M	L	<p>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government guidance for staying alert and safe (social distancing) is available via: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</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.</p> <p>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying health conditions • Pregnancy 	Helen & Sem	Ongoing	Ongoing	L	L	L

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		<p>Arrangements implemented to support additional needs of staff attending school MUST be documented within an individual risk assessment (for example expectant mothers).</p> <p>As a general principle, pregnant women are in the clinically vulnerable category and are advised to follow the clinically-vulnerable people guidance.</p> <p>All Staff to be issued with face masks.</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, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties.</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 SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at: 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>Face masks to be worn by all staff while in staff rooms, corridors and movements around school, large meetings, small meetings in enclosed spaces, dining halls, and indoor duty points.</p>						

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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. Sem Cao & Helen Duff to monitor staff absence related to COVID-19. Seek advice from your HR provision if required for staff absences.	L	M	L	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/	Helen & Sem			L	L	L
Pupil displays symptoms of COVID-19 whilst at school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in pupils. The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). Symptomatic child will be moved to Art Room which is used as the isolation area until parent arrives for collection. Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very	M	M	M	NHS guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals via Emails, Staff Meetings, Inset Days etc. Parents provided with information about key symptoms via Newsletter, Class Dojo, Bromcom, etc. Informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice. Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance	Helen, Sem & Chris	Ongoing	Ongoing	L	M	L

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		<p>young child or child with complex needs) PPE MUST be worn.</p> <p>A suitable isolation area MUST be set up in school.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</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 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 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>				<p>Christopher Tye will be responsible for setting up the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed • Supervision provided for pupil(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic pupils to leave site with parents without re-entering the main school. • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. • A record MUST be kept of everyone the person has been in contact with and monitor for 14 days. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • A fluid-resistant surgical face mask <p>If contact with the child is required, then the following PPE MUST be worn:</p>						

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		<ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Bins MUST be emptied regularly throughout the day Waste to be placed in big bins at front of school. <p>Follow NHS Test and Trace process.</p> <p>In the event that a bubble is closed due to a positive Covid test there will be a fogging machine available to ensure full deep clean of the class and surrounding areas.</p>				<ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> Disposable gloves Disposable apron Fluid-resistant surgical face mask Eye protection (e.g. face visor or goggles) <p>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</p> <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>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</p> <p>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>						

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						<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>						
Staff displays symptoms of COVID-19 whilst at work in school.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Staff able to recognise key COVID-19 symptoms in themselves and colleagues.</p> <p>The Government stay at home guidance MUST be followed if staff become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). <p>If staff feel unwell with the above symptoms during the</p>	L	M	L	<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 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. 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</p>				L	M	L

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		<p>school day they MUST 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 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. • Bins MUST be emptied regularly throughout the day • Waste to be placed in big bins at front of school. 				<p>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>						

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		<ul style="list-style-type: none"> Follow NHS Test and Trace process. <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
Management of confirmed cases of COVID-19 amongst the school community.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements.</p> <p>Request staff and parents to inform school immediately of the results of a test and take action accordingly.</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.</p> <p>The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close</p>	L	M	L	<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 Emails, Staff Meetings, Inset Days etc.</p> <p>Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via Newsletter, Class Dojo, Bromcom, etc.</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 	SLT	Ongoing	Ongoing	L	M	L

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		<p>contact with the person testing positive advising them to self-isolate for 14 days.</p> <p>A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups MUST be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome.</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>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p> <p>Develop contingency plans for possible local outbreaks.</p>				<p>parents/carers if using a home testing kit.</p> <ul style="list-style-type: none"> Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <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 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. Other members of their household 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 						

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						<p>returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). • Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle with an infected person. <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</p>						

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						advice and support via hands@nottsc.gov.uk .						
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 7 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> <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 	L	M	L	<p>All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;</p> <ul style="list-style-type: none"> Before leaving home On arrival at school After using the toilet After breaks / sporting activities When changing rooms Before food preparation Before and after eating any food (inc. snacks) Before leaving school <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. Consider alternatives such as skin friendly skin cleaning wipes.</p> <p>Christopher Tye 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-</p>	SLT & Chris	Ongoing	Ongoing	L	M	L

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		<p>the bin and washing hands.</p> <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>Social distancing will be maintained wherever possible ensuring that staff and pupils are spaced apart at all times.</p> <p>All Staff to be issued with face masks.</p>				<p>coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Social distancing in school will include;</p> <ul style="list-style-type: none"> Sitting children side by side at desks facing forward. Ensuring everyone queues and eats further apart than normal Keeping apart when in the playground or doing any physical exercise Visiting the toilet one after the other Staggering break times Avoiding unnecessary staff gatherings. <p>Social distancing for very young children will be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Face masks to be worn by all staff while in staff rooms, corridors and movements around school, large meetings, small meetings in enclosed spaces, dining halls, and indoor duty points.</p>							
Increased risk of transmission due to increased pupils / staff working in close proximity.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Social distancing MUST be maintained wherever possible ensuring that staff and pupils are spaced out when in corridors or playground.</p> <p>Children, young people and staff to only mix but only in your bubble.</p>	M	M	M	<p>Early years and primary age children cannot be expected to maintain 2m apart from each other and staff. The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene practices Regular cleaning of settings (Inc. throughout the school day) 	Early Years & Chris				L	M	L

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Groups outside of bubbles to remain 2m away. Consider limiting interaction, sharing rooms and social spaces between groups as much as possible.</p> <p>Primary schools to implement year group bubbles.</p> <p>Pre-school children in early years settings to continue to apply the staff to child ratios and use these to group children.</p> <p>Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. Also ensure they wash hands for at least 20 seconds.</p> <p>Wherever possible staff should stay at the front of the class to teach lessons.</p> <p>Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of</p>				<ul style="list-style-type: none"> Minimising contact and mixing <p>Staff should maintain a 2m distance from each other, and from pupils wherever possible. This will not always be feasible (particularly with younger pupils or pupils with complex needs), however, adults MUST do this <u>when circumstances allow</u>.</p> <p>Staff to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Older pupils should be supported to maintain distance and not touch staff and their peers where possible.</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> <p>If there are shortages of teachers, then teaching assistants can be allocated to lead a group or cover lessons if working under the direction of qualified or nominated teacher.</p> <p>Pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out in guidance available via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</p> <p>If moving furniture to create more space in classrooms, ensure that this does not create any additional hazards:</p> <ul style="list-style-type: none"> Fire risk 						

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		<p>the rooms at the end of the day.</p> <p>Adapt classrooms to support distancing where possible. Move unnecessary furniture out of classrooms to make more space.</p> <p>Pupils to be seated side by side facing forwards.</p> <p>Desks are spaced as far apart as possible.</p> <p>Consider seating students at the same desk on each day if they attend on consecutive days.</p> <p>All staff to be issued with face masks.</p>				<ul style="list-style-type: none"> Impede emergency exit routes Trip hazard. <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Face masks to be worn by all staff while in staff rooms, corridors and movements around school, large meetings, small meetings in enclosed spaces, dining halls, and indoor duty points.</p>						
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>Increased cleaning regime in Early years / Infant equipment needs to be cleaned before and after use.</p> <p>Refer to government guidance for managing playgrounds when using fixed play equipment, including;</p>	L	M	L	<p>Christopher Tye will be responsible for checking stocks cleaning products and resources are available.</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>Government guidance for managing playgrounds and outdoor gyms is available via: https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-</p>				L	M	L

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		<ul style="list-style-type: none"> Limit number of users (e.g. one group at a time). Implement a cleaning regime (particularly between group use). Wash hands before and after use. <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 by unofficial means.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Bins for tissues to be emptied throughout the day.</p> <p>Interim cleaning during the school day of hand contact points, teaching materials and activities including:</p> <ul style="list-style-type: none"> Cutting and sticking Painting and gluing Indoor / outdoor construction toys. <p>These all need to be cleaned before and after use. And in between sessions if they are to be accessed by different groups.</p>				guidance-for-managing-playgrounds-and-outdoor-gyms The SR41 COSHH Assessment Form and additional guidance relating to hazardous substances is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/premises-health-and-safety-file-yellow-folder/15-hazardous-substances-coshh						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating	
		<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 sufficient training for safe cleaning procedures and use of hazardous substances.</p>											
Risk of transmission due to contact activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible.</p> <p>Establish which lessons or classroom activities can take place outdoors.</p> <p>Review the school timetable:</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered Use timetable and selection of classrooms or other learning environments to reduce movement around school 	L	M	L	<p>Replace any shared cups with disposable cups and encourage parents to provide water bottles for children.</p> <p>Children to bring in their own named water bottle which is sent home and cleaned every night.</p> <p>Pupils to have own equipment which remains with them. Storage of these items can be placed on the desk in individual trays.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Cleaning and rotation of items to be followed.</p> <p>Government guidance for full opening: schools is available via:</p>	SLT & Chris				L	M	L

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Avoid shaking hands with colleagues and visitors.</p> <p>Cease the use of shared drinking cups.</p> <p>Staff and pupils to avoid bringing additional items from home into school unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>It is recommended that pupils to have their own equipment provided and remain with this equipment. For example; pens, books, glue sticks, laptops / tablets. Items to be cleaned frequently.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a group. These should be cleaned regularly.</p> <p>Resources that are shared between groups (e.g. sports, art and science equipment) should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p>				https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Pupils to work in as small groups as possible.</p> <p>Pupils should work / play outside as often as this is possible.</p>										
Risk of transmission due to music and sporting activities.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>There may be an additional risk of infection when singing, chanting, playing wind / brass instruments or shouting. Implement additional actions to reduce risk, including;</p> <ul style="list-style-type: none"> Physical distancing between individuals. Playing outside wherever possible. Limiting group size to 15 pupils. Position pupil's side-to-side. Do not share instruments. Ensure good ventilation. Avoid singing and playing wind / brass instruments in larger groups e.g. choirs, ensembles or assemblies. <p>Physical education, sport and physical activity can be provided within current control measures. The following must be considered:</p> <ul style="list-style-type: none"> Pupils to be kept in consistent groups 	L	M	L	If using external contractors to support activities, ensure that risk controls and arrangements are formally communicated. Where appropriate request a copy of their own risk assessment.						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		for sporting activities. <ul style="list-style-type: none"> • Sports equipment to be cleaned between each use by different groups. • Contact sports avoided. • Outdoor sports prioritised where possible, and large indoor spaces where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • External facilities can be used in line with government guidance including transport to and from such facilities. • External coaches, clubs and organisations can be used for curricular and extra-curricular activities. 										
Pupils unable to understand recognise the COVID-19 control measures.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	Reinforce key messages throughout the school day and build into routine. Teach children hand washing techniques. Build hand washing into the routine of the school day; <ul style="list-style-type: none"> • On arrival 	L	M	L	Consider implications on the behaviour policy and review as necessary.						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> • Before / after break • Before / after lunch • Before leaving school <p>Consistent reminders and positive reinforcement to pupils regarding key control measures;</p> <ul style="list-style-type: none"> • Social distancing • Cough / sneeze into tissue • Washing hands <p>Behaviour policy to be implemented where appropriate.</p>										
Large groups congregating making social distancing difficult.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for parents to drop off / collect pupils to be reviewed to enable social distancing (between parents and children).</p> <p>Parents / Carers advised only one individual to accompany children to the education / childcare setting.</p> <p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely).</p> <p>Arrangements for break times and lunch times MUST be reviewed to enable social distancing (e.g. stagger timings,).</p>	M	M	M	<p>Parents provided with information about changes to pupil drop off / collection and timetable for the school day via Newsletter, Class Dojo, Bromcom, etc. This information to be provided to parents prior to school reoccupation.</p> <p>Staff welfare and breaks is considered. Arrangements in place to ensure a suitable rest area for employees.</p> <p>Face masks to be worn by all staff while in staff rooms, corridors and movements around school, large meetings, small meetings in enclosed spaces, dining halls, and indoor duty points.</p>	SLT	Ongoing	Ongoing	L	M	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Arrangements for the movement of pupils around school to be review and managed (e.g. markings on flooring, stagger timings, limit need for movement around building).</p> <p>Consider one-way circulation around the building.</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Consider arrangements for shared staff spaces to support social distancing. Minimise use of staff rooms whilst maintaining break times for staff.</p> <p>All staff to be issued with face masks.</p>										
Risk of transmission whilst using school transport.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Arrangements for travelling to school will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Wherever possible pupils to remain in their designated groups (e.g. by class, year group etc.)</p>	L	M	L	<p>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</p> <p>When reviewing transport arrangements:</p> <ul style="list-style-type: none"> Encourage parents, children and young people to walk or cycle to 	SLT	Ongoing	Ongoing	L	M	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<p>Hand sanitiser to be used upon boarding and disembarking.</p> <p>Vehicles to be subject to increased cleaning.</p> <p>Queuing and boarding to be organised and distanced where possible.</p> <p>Distancing within vehicles wherever possible.</p> <p>All staff to be issued with face masks.</p>				<p>their education setting where possible.</p> <ul style="list-style-type: none"> Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 Transport providers follow hygiene rules and try to keep a distance from their passengers Take appropriate action to reduce risk if hygiene rules and social distancing is not possible (e.g. transporting children and young people with complex needs who need support to access vehicle / fasten seatbelts). Implement a process for safe removal of face coverings. Consider staggered start times for those using wider public transport to avoid travel outside of peak hours. 						
Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Local supply chains MUST be used to source PPE, cleaning materials and hygiene products.</p> <p>Assurance of a secure supply chain to be in place for essential supplies prior to reopening.</p> <p>Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service.</p> <p>Emergency plans in place to for if there is an unmet</p>	L	L	L	<p>Christopher Tye will be responsible for checking stocks of PPE, cleaning materials and hygiene products throughout the day.</p> <p>Christopher Tye 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@nottscc.gov.uk for assistance.</p>	Chris	Ongoing	Ongoing	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		urgent need for PPE, cleaning materials and hygiene products to operate safely.										
Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Avoid and discourage any unnecessary visitors to site.</p> <p>Avoid any contractor works unless emergency or essential.</p> <p>Communicate with contractors and suppliers that need to prepare to support school arrangements (e.g. cleaning, catering, food supplies, hygiene suppliers).</p> <p>Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. where possible.</p> <p>Review reception area of school, including;</p> <ul style="list-style-type: none"> • Method of signing in • Maintenance of safeguarding controls / security • Distance line at reception desk to ensure 2m. • Social distancing markings • Signage on gate / door advising of procedures 	L	L	L	<p>Christopher Tye to review and implement adaptations to reception area.</p> <p>Christopher Tye to conduct contractor induction and maintain a record.</p> <p>The SR77 Contractor Induction Form is available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolportal/health-and-safety/premises-health-and-safety-file-yellow-folder/8-control-of-contractors</p> <p>All Staff to use own pen to sign in at reception. Sanitiser next to book and we ask all staff to use after signing in and out.</p> <p>Door and gate controls to be checked by Christopher Tye on a weekly basis. Repair if necessary. Any issues to be reported immediately to Christopher Tye.</p>	Chris	Ongoing	Ongoing	L	L	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Frequent cleaning regime of hand contact points Hand gel available <p>Key procedures for working in the school environment and COVID-19 controls discussed with visitors / contractors on arrival.</p> <p>Contractor induction form (SR77) completed with contractors on arrival at site and a record maintained.</p>										
Risk of fire and delayed evacuation due to insufficient fire safety management.	Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire.	<p>Review the fire risk assessment to take into account any changes to the use of building and / or rooms within it.</p> <p>Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.</p> <p>Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).</p> <p>Fire doors MUST not be propped open by unofficial means.</p>	L	H	M	<p>Christopher Tye will be responsible for reviewing the fire risk assessment.</p> <p>Christopher Tye will be responsible for updating any fire evacuation routes.</p> <p>Christopher Tye will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book.</p> <p>Christopher Tye will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear.</p> <p>Louise Burrows & Zoe Pionides will be responsible for reviewing PEEPs regularly and amending support plans as required.</p> <p>The Fire Log Book and blank PEEPs are available on the Nottinghamshire Schools Portal at: https://www.nottinghamshire.gov.uk/schoolportal/health-and-safety/premises-</p>	Chris & SLT	Ongoing	Ongoing	L	M	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<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 Emails, Staff Meetings, Inset Days etc.</p> <p>The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building.</p> <p>Fire drill to be completed when deemed suitable to do so.</p> <p>Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils.</p> <p>Contingency plans in place for alternative support for PEEPs due to staff absence.</p> <p>We advise all staff not to keep Alcohol hand gel in cars due to fire risk in hot temperatures.</p>				health-and-safety-file-yellow-folder/9-fire-safety						

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
			L	L	L							
Inadequate first aid provision in school.	In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer 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>A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.</p> <p>Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.</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	L	L	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>The Department for Education has issued early years foundation stage: coronavirus disapplications, which provides further information regarding the requirement for paediatric first aiders. This is accessible via: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment</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> <p>If RPE is required, training and face-fit testing will be required. In this instance</p>	Jo Potter	Ongoing	Ongoing	L	L	L

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 Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>please email the NCC H&S Team for assistance at hands@nottscc.gov.uk.</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>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>						
Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public.	Staff and pupils may suffer 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.</p>	L	M	L	<p>All incidents where staff experience violence, verbal abuse or aggression MUST be reported on Wellworker as "physical violence" or "verbal abuse or threat". Wellworker can be accessed via: https://nottscc-safety.oshens.com/login/default.aspx?Clasession=clear&CountrySet=true</p>	SLT	Ongoing	Ongoing	L	L	L
Use of hand sanitising products	Employees, pupils, contractors and visitors will be required to use such products.	<p>Guidance provided on use of hand sanitisers by or near hand sanitiser stations.</p> <p>Guidance provided to students through assemblies and tutor periods</p>	M	L	M	<p>Training and signage should be in place and have been seen and accessed by all pupils, staff and visitors</p>				L	L	L

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
	Harm may come from overuse, ingestion, contact with eyes inhalation or dermatological responses	Staff awareness of hand sanitiser management Data sheets available to all first aid staff										
Use of face-masks	Employees, pupils, contractors and visitors will be required to use face coverings. Harm may be caused by ineffective use of masks, ineffective procedures for putting on and taking off masks, emotional responses to wearing a mask	Students and staff have been trained in the use of masks including how to wear a mask and how to put on a mask. Staff have also been trained in dealing with mask use sensitively and looking out for distress and concern amongst all mask wearers	L	L	L	Regular engagement with students on their experiences wearing masks through tutors and other pastoral and curriculum staff. Support available if concerns raised.				L	L	L
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:			Date:			Authorised By:			Date:			

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.