

This Risk Assessment Form should be amended to cover the specific circumstances of the Hub School/Establishment

RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING						
Hub School/ Establishment	<i>Chapel Haddlesey C of E Primary</i>	POTENTIAL OUTCOME		LIKELIHOOD				
Location	<i>Millfield Lane, Chapel Haddlesey, YO8 8QF</i>	Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur			
Details of activity: Emergency Childcare during Coronavirus (Covid-19) Pandemic		Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely				
Date of assessment	<i>15/06/2020</i>	Moderate	RIDDOR reportable Over 7 Day Injury	Possible				
Name of Senior Leader carrying out assessment	<i>Suzanne MacDonald</i>	Minor	Minor injury (requiring first aid)	Unlikely				
Senior Leader's Signature		Insignificant	Minor injury	Remote	Less likely to occur			
Date	<i>16/06/2020</i>	POTENTIAL OUTCOME		LIKELIHOOD				
		Catastrophic						
		Major						
		Moderate						
		Minor						
		Insignificant						
				Remote	Unlikely	Possible	Likely	Highly Likely
				LIKELIHOOD				
		Risk rating		Action				
			HIGH	Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team)				
			MEDIUM	Review/add controls (as far as reasonably practicable) & monitor				
			LOW	Monitor control measures				

Hazard and related condition / activity	Persons at risk	Existing control measures	Additional Control Measures	Risk rating after existing & additional control measures <i>Potential Outcome x Likelihood = Risk Rating (e.g. Minor x Unlikely = Low)</i>
<p>Staffing & spread of Coronavirus to staff, children, young people and families' visitors and contractors. May cause serious respiratory illness, death</p>	<p>All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors</p>	<ul style="list-style-type: none"> Implement all advice and communicate to staff. Currently, any person developing a new continual cough or a temperature in excess of 37.8°C, whilst at work, must be sent home and advice re self-isolating offered. See latest Government Guidance on Coronavirus. Maintain a bank of staff ready to bring in, should staff on rota be unable to work. (1) Staff have been asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as defined by NHS advice) should be assessed for suitability in continuing to work in a setting. (see NHS guidance) Those persons in the very vulnerable group will need shielding – those with serious medical conditions such as specific cancers, severe asthma or pregnancy with significant congenital heart disease should remain at home for 12 weeks. NHS or GP will make contact with those individuals. See latest social distancing information from the Government to protect older people and vulnerable adults. Staff who live alone and have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when their symptoms started. Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the vulnerable group and to follow government advice as it is issued. Access to PPE should be available where there is contact with diagnosed or suspected <u>person with covid-19</u> (2) Sneeze into a tissue or sleeve, NEVER into hands. Wash hands immediately after (as above). Used tissues will be put in a bin immediately (as above – all waste bins to be lined – preferably double-lined). 	<p>(1) Jeanette Leach Barlow Melanie Ridler Burton Suzanne MacDonald Haddlesey</p> <p>(2) Available in the school office</p>	<p>Medium</p>

<p>Stress and anxiety about Coronavirus</p>	<p><i>Staff, children and young people</i></p>	<ul style="list-style-type: none"> • Up-to-date LA communications based on Government advice • Regular line manager communication • Access to Employee Assistance Programme and counselling on self-referral basis (3) • Staff reassure children and young people 	<p>(3) Employee Assistance Programme – Health Assured</p> <p>FREE 24 HOUR personal support service 0800 030 5182 to call from outside the UK: +44 161 836 9498 (calls will be charged)</p> <p>Online Health Portal: www.healthassuredeap.co.uk Username: Northyorkshire Password: Council</p>	<p>Medium</p>
<p>Children, Young people & spread of Coronavirus</p>	<p>All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors</p>	<ul style="list-style-type: none"> • Children and Young (CYP) people attending the care facility who exhibit signs of a new continuous cough or a temperature in excess of 37.8 °C will be assessed by staff and sent home or parents/carers asked to collect them. (4) • Parents will be advised to follow current government guidance. • If you suspect a child or member of staff has a raised temperature a member of staff e.g. First Aider can take a reading using a digital infra-red thermometer. Ensure it is suitably cleaned before and following use. • NHS Guidance is available; https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature • School will maintain current contact details for all children in attendance including a secondary contact. This could be through use of an emergency care registration form for all children from any other school accessing provision (5) • All staff to be aware of where to locate the list. (6) • If a CYP needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room and allowed to use identified toilet. The toilet will be locked to other school users. (7) • Such individuals will be monitored by a member of staff. • After use, the toilet will be cleaned by cleaning or site staff using normal proprietary cleaning products. • Any siblings living in the same household will also be sent home. 	<p>(4) Infra-red thermometer in school for clarification. Children do not need to be tested on the way in to school.</p> <p>(5) Admin to check and clarify with parents.</p> <p>(6) ScholarPack</p> <p>Identify quarantine room for young people and identify toilet arrangements</p> <p>(7) Staff toilet near admin office. Quarantine room – headteacher office</p>	<p>Medium</p>

<p>Inadequate cleaning & spread of Coronavirus</p>	<p>All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors</p>	<ul style="list-style-type: none"> • Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps. • Frequently touched hard surfaces should be cleaned. • Telephones, keyboards, light switches, electronic entry systems etc., should be cleaned with anti-viral wipes. (8) • Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use. • All bins will be lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste container at the end of the day. • Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary. (9) • Ensure disposable tissues are available in each room for both staff and pupils. 	<p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary.</p> <p>(8) Staff to notify admin, in good time, of re-order requirements. Admin to source via NYCC.</p> <p>(9) Admin and cleaner to lead.</p>	<p>Low</p>
<p>Inadequate hand washing & spread of Coronavirus</p>	<p>All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors</p>	<ul style="list-style-type: none"> • Staff/young people/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. • Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance). • Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION because in normal circumstances children should not be using alcohol based hand cleansers. • Consideration should be given to allocating individual toilets and sinks to children where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day. • Hands must be dried properly to prevent infection and drying out. Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk. 	<p>Poster around the school as appropriate.</p> <p>Ensure all sinks have necessary stock & restock as necessary.</p> <p>Ensure all attending understand how to wash hands correctly</p> <p>Sanitise sinks daily</p>	<p>Medium</p>
<p>Inadequate personal protection & PPE & spread of Coronavirus</p>	<p>All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors</p>	<ul style="list-style-type: none"> • Once schools have been contacted regarding provision of PPE in dealing with Coronavirus please follow guidance on what PPE is required in different situations. • In order to minimise the risk to colleagues from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. To begin with, remove the apron. If you have worn gloves, remove them next by turning them inside out in one single motion. • Disposable items should be placed in the bin immediately. • Rubber gloves should be washed and dried properly before reuse. (10) 	<p>Ensure adequate bins and tissues are made available.</p> <p>Ensure school has a stock of rubber gloves and if needed, disposable gloves.</p> <p>Ensure all staff and children know the procedures to follow.</p>	<p>Low</p>

			Signage as appropriate (10) Admin to check and source more when needed.	
School Activities	Staff (including Catering , children, young people, visitors and contractors	<ul style="list-style-type: none"> Do not allow students to interact in a manner where they will have close contact with each other (maintain social distancing) (11) Encourage other activities (guided) such as treasure hunt, nature walk etc. Students may use the benches but ensure adequate close supervision to prevent accidents Practical food activities with children should not take place. (12) 	(11) 2m distancing in place in KS2. Bubbles of no more than 15 in place in EYFS/Yr1. Guidelines on social distancing in EYFS have changed but children to be spread out and reminded to remain spaced out. (12) This includes baking.	Low
Lunchtime Dining - Transmitting/contracting the virus	Staff (including Catering , children, young people, visitors and contractors	<ul style="list-style-type: none"> Maximum 2 per table ensuring 2 metre distance Increase spacing between furniture 	Consider splitting the dining shift to reduce pupil numbers,	Low
Inappropriate social distancing measures not followed & spread of Coronavirus	All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors	<ul style="list-style-type: none"> All to observe social distancing in line with government guidance as much as possible (see latest Government guidance on Coronavirus) Pupils sitting at least 2 metres apart at either desks/tables or on the floor and during dining. Be aware soft toys can be difficult to keep clean. (13) Other equipment can be sanitised at the end of the day but keep to a minimum. If possible, use a suitable disinfectant and follow precautions outlined in safety data sheets and COSHH assessments. Staff will be briefed regularly, at least in line with changes to government guidance. 	Daily sanitising as appropriate. (13) Staff to remove from all classes, particularly EYFS – see separate risk assessment. Daily briefings to staff as necessary, particularly as there may be different staff covering.	Medium
Visitors & spread of Coronavirus	All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors	<ul style="list-style-type: none"> Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by Skype. Parents will be asked to drop off at the gate, collect on the playground and not enter the school premises. (14) 	Ensure parents know drop off and pick up routines. (14) Drop off is 8.55am – 9.05am for Year 6 and 8.40am-8.50am for Class 1 Collection is from 3.00pm-3.05pm for Year 6 and 3.05pm-3.15pm for Class 1 parents. If childcare parents arrive during this time, they need to line up in the same way as the class 3 parents. Drop off for Years N, R & 1 teaching: Class 1 parents walk to the black gate, staff member meets them at the blue front door. Child walks to staff member and goes in through the front door, parent	Low

			<p>leaves. Class 1 children enter, put items in cloakroom and wash their hands.</p> <p>If a line occurs, parents wait at the 2m distancing markers that lead from the black gate to the community hall.</p> <p>Drop off for Childcare Bubble pupils: Up to 8.30 Childcare pupils enter through the black nursery gate by ringing the buzzer, parents to remain at the small black gate opposite the blue front door. After 8.30 Childcare pupils enter through the main vehicle entrance, walk to the new Class 2 (portacabin old Class 3), place items in the cloakroom and wash hands. Staff member on the gate and door.</p> <p>Drop off for Year 6 pupils: Class 3 children enter through the vehicle access gates and go into what used to be Class 2 and is now Class 3. Same procedure as above. Parents to wait at 2m distances near the vehicle gate.</p> <p>If a child is distressed, the parent is to wait 2m from the line, until the children have entered to be supported by the staff member.</p> <p>Collection: Class 1: Blue front door to be open at 3.05pm. Parents to line up outside of small black gate at social distancing markers. Staff member to call a child out one at a time.</p> <p>Class 3 – 3.00pm-3.05pm Parents to wait at the 2m distancing markers outside the double vehicle gates. Class 3 children to be</p>	
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			<p>dismissed 1 at a time and parent and child to exit by crossing over the road to avoid breaking 2m social distancing rules. Pupils who are allowed to walk home, leave first.</p> <p>Childcare Bubble to be collected in the same way, following Class 3 rules. The collection is between 3.05pm and 3.15pm.</p> <p>Childcare After School Club – after 3.15pm, parents should ring the childcare bell at the nursery gate to collect children</p>	
Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors	<ul style="list-style-type: none"> All staff and young people to undergo induction in the fire and emergency routines and accident/first aid procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/young people). Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available. (15) If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details. (16) / (17) 	<p>Hold a fire and 'evacuation' (lockdown) drill at earliest convenience.</p> <p>(15) Water behind cupboard in kitchen foyer. Electricity cupboard in Class 1 and in cupboard in class 3 classroom. Key for Class 1 elec cupboard is hung up next to it at a high level.</p> <p>Brief staff and children on First Aid procedures of the school.</p> <p>Brief rota staff on operation of fire and intruder alarms. (16) See admin for clarity.</p> <p>Make available the codes on and off site and ensure all know how to access should it be required. (17) See admin for codes.</p>	Medium
Lack of leadership and management. First aid and safeguarding issues being		<ul style="list-style-type: none"> Designate a 'Senior Leader' for each day the setting is open – this may well change day by day, but all other supporting staff need to know who will take charge in the event of an emergency. (18) See Health & Safety Guidance – Full or Partial School Closure on cypsinfo website 	<p>Design and share rota with clear leader identified for each day. (18) Head of School on site each day and is the senior leader. Exec. Head available on email and phone at all times.</p>	Low

missed/ unaddressed		<ul style="list-style-type: none"> Designated Safeguarding Lead or Deputy DSL does not need to be on site at all times but MUST be contactable by phone throughout the session period. A rota may be used for this purpose. Key telephone numbers of all available DSL's/deputies to be provided to staff covering the setting. (19) Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. (20) Ensure that Child Protection information is known by the 'senior designated leader' for all those who are attending from alternative schools. (21) Information must be held securely. (22) Access to such confidential information may need to be given to the senior designated member of staff (in the absence of the nominated DSL/deputy) where normally access would be restricted to the DSL/deputy. Confidentiality of records must be maintained at all times. <p>See FAQ Safeguarding (Coronavirus) on cypsinfo website</p>	<p>(19) Staff can contact anyone from the senior leadership team: SM, RL, CB, FB. Email sent out. (20) 01609 533080 – see LADO information on wall in each admin office (21) On CPOMS</p> <p>Include DSL / DDSL and First Aiders</p> <p>Make contact details available to all staff for DSL (22) Scholarpack – JM to arrange log ons.</p>	
Lone working	Staff	<ul style="list-style-type: none"> Member of staff keeps in contact with office/head of school whether working from home/ travelling or visiting school site Manager has emergency contact numbers Member of staff keeps phone charged and available Follow school procedures for lone working 		Low
Inadequate procedures for managing medical needs	<i>Children and Young People/Staff</i>	<ul style="list-style-type: none"> Ensure staff are aware of any medical issues affecting individual attendees including staff. Healthcare Plans and Individual Risk assessments should be readily accessible for staff. (23) Follow normal procedures on administration of medication (See CYPS Guidance for Safeguarding Children and Young People with Medical Conditions in Schools) 	(23) Heads of School to share individual risk assessments with staff after seeking permission from staff member.	Low
Safeguarding issues Unsuitable people working with children & young people	<i>Children and Young People</i>	<ul style="list-style-type: none"> Ensure that staff have read the addendum to the Child Protection Policy. (24) <ul style="list-style-type: none"> Ensure a record is kept of all staff on site on a daily basis. Keep a copy of the rota See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid -19 school closure arrangements for Safeguarding &Child Protection at school on cypsinfo website 	(24) Sent by JM in March. Admin to print and all staff to sign it. New addendum prepared June 2020 to be circulated by admin teams for all to read and sign.	Low
Asbestos containing materials (ACMs) Exposure to asbestos fibres leading to long-		<ul style="list-style-type: none"> All staff to be made aware of the location of Asbestos Containing Materials (ACMs) within the premises and how to control it i.e. how NOT to disturb it and when to report issues. (25) Determine who has been nominated to monitor the condition of ACMs on/in the premises and ensure this is done and being recorded – Please see guidance from NYCC Property Service (Coronavirus) on cyps info website (26) 	<p>(25) Ceiling tiles in Class 2. Asbestos register in the entrance hall cupboard in yellow file. Admin to share with staff. (26) Admin and share with JM.</p>	Low

term health conditions/death				
Lack of building/property maintenance Faulty equipment services leading to injury or death		<ul style="list-style-type: none"> Please see guidance from NYCC Property Service and Health & Safety related to Coronavirus on cypsinfo website 		Low
Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)		<ul style="list-style-type: none"> Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required. Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics. Consider some of the activities planned so as to reduce pressure on the NHS. eg. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas. 		Medium

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1						
2						
3						
4						
5						

ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
6						
7						

COMMENTS AND INFORMATION	
<i>Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information</i>	

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
<i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>	<i>Clarify that all the controls are still in place and how monitored on a regular basis</i>		