# RISK ASSESSMENT FORM

## RISK ASSESSMENT DETAILS

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| **Hub School/ Establishment** | *Barlow C of E Primary* |
| **Location** | *Park Lane, Barlow, YO8 8ES* |

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| **Details of activity: Returning to School Risk Assessment during Coronavirus (Covid-19) Pandemic** | |
| **Date of assessment** | *01/09/2020* |
| **Name of Senior Leader carrying out assessment** | *Suzanne MacDonald* |

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| **Senior Leader's Signature** | **Date** **01/09/2020** |

## RISK MATRIX & RATING

**POTENTIAL OUTCOME**

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| Catastrophic | Fatal injury/permanent disability |
| Major | RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence |
| Moderate | RIDDOR reportable Over 7 Day Injury |
| Minor | Minor injury (requiring first aid) |
| Insignificant | Minor injury |

**LIKELIHOOD**

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| Highly likely | More likely to occur |
| Likely | |
| Possible | |
| Unlikely | |
| Remote | Less likely to occur |

**POTENTIAL OUTCOME**

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| Catastrophic | | | | | |
| Major | | | | | |
| Moderate | | | | | |
| Minor | | | | | |
| Insignificant | | | | | |
| | Remote | Unlikely | Possible | Likely | Highly Likely |

**LIKELIHOOD**

| Risk rating | | Action |
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| | **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<br>*Potential Outcome x Likelihood = Risk Rating (e.g. Minor x Unlikely = Low)* |
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| Staffing & spread of Coronavirus to staff, children, young people and families' visitors and contractors. May cause serious respiratory illness, death | All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors | • 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.<br>• Maintain a bank of staff ready to bring in should staff on rota be unable to work. (1)<br>• 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)<br>• 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 have remained at home since March. NHS or GP will make contact with those individuals. See latest social distancing information from the Government to protect older people and vulnerable adults.<br><br>North Yorkshire<br>education services<br>**Guidance on Self Isolation & Quarantine due to Coronavirus**<br><br>Situation of Employee / Notes / Actions / Impact of test results or development of symptoms<br><br>a. I have symptoms of Coronavirus<br>Notes: The main early symptoms are:- •a high temperature •a new, continuous cough •loss or a change in the normal sense of smell or taste (also known as anosmia)<br>Actions: • Self isolate for 10 days starting immediately • Follow government guidance on staying at home • Obtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms<br>Impact: **Test = Positive:** Return to work when fit and provided temperature has returned to normal as long as the 10 days have been completed<br>**Test = Negative:** Return to work as soon as fit to do so<br>**Test = Inconclusive:** Treat as though positive.<br><br>b. Someone in my household has developed symptoms<br>Notes: See above<br>Actions: • Self isolate for 14 days at home starting immediately • Follow government guidance on staying at home • Advise the household member to obtain a test as soon as possible and within the first 5 days of the onset of symptoms<br>Impact: **Test = Positive:** Continue to self isolate for a minimum of 14 days<br>**Test = Negative:** Return to work immediately<br>**I have developed symptoms during the 14 days self isolation:-** • Continue to self isolate for 10 days from onset of symptoms. • Obtain a test for Covid 19 and see section a.<br><br>c. I have been contacted by NHS Test & Trace as I may have been in contact with someone who has tested positive for coronavirus<br>Notes: They have instructed me to self isolate<br>Actions: Commence self-isolation for 14 day period<br>Impact: **I have developed symptoms:-** • Continue to self isolate for the remainder of the 14 day self isolation. • Obtain a test for Covid 19<br>**Test = Positive:** Continue to self isolate and complete 10 days from onset of symptoms<br>**Test = Negative:** Continue to self-isolate for the original 14 day period.<br><br>1 | (1) Emma Wykes<br>(2) Michelle Hargreaves<br>(3) Natalie Collins<br>(4) Suzanne MacDonald | Medium |

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| d. Someone in my household has been instructed to self isolate by Test & Trace | | No self isolation required unless they develop symptoms: in which case, see section b. | |
| e. I have tested positive for Covid-19 but have no symptoms | | • Self-isolate for 10 days, starting on the day the test was taken.<br>• If symptoms develop during this isolation period, the 10 day isolation must restart from the day the symptoms started. | • After 10 days, if still have a temperature you should continue to self-isolate and seek medical advice.<br>• No need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. |
| f. I am due to have surgery or treatment in hospital and have been told to self-isolate | Your GP or other NHS clinician will advise you if there is a requirement for a period of isolation prior to admission | Self isolate as per medical advice.<br><br>Give a copy of the letter confirming hospital admission to your Headteacher | If the medical treatment is deferred for any reason, self isolation can end immediately. |
| g. Someone in my household is booked in for surgery | As above (e.) | Self isolate as per medical advice. | As above (e.) |
| h. There is a confirmed case within the school community | The school should take swift action to contact their local health protection team. | The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. They will provide definitive advice on who must be sent home advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. | **I have developed symptoms**:-<br>• Continue to self isolate for the remainder of the 14 day self isolation.<br>• Obtain a test for Covid 19<br><br>**Test = Positive**: Inform school, continue to self isolate and complete 10 days from onset of symptoms<br><br>**Test = Negative**: Continue to self-isolate for the original 14 day period. |

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| i. Someone in my household has been instructed to self isolate by the local health protection team | | No self isolation required unless they develop symptoms: in which case, see section b. | |
| j. I am returning from abroad | There is no quarantine requirement if you are returning from Ireland, Isle of Man and Channel Islands. | From 8th June you must self isolate (quarantine) for 14 days when returning from abroad with these exceptions where travel corridors have been agreed. | **I have developed symptoms**:-<br>• Continue to self isolate<br>• Obtain a test for Covid 19<br><br>**Test = Positive**: Continue to self isolate for a minimum of 14 days and until 10 days from onset of symptoms<br><br>**Test = Negative**: Continue to self-isolate for the 14 day period. |

Updated 10/08/20

- Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19 (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).

(2) Available in the school office

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| Stress and anxiety about Coronavirus | *Staff, children and young people* | • Up-to-date LA communications based on Government advice<br>• Regular line manager communication<br>• Access to Employee Assistance Programme and counselling on self-referral basis (3)<br>• Staff reassure children and young people – Sam Thornton – Pastoral Support lead will support key families who need personalised plans. | (3) Employee Assistance Programme – Health Assured<br><br>FREE 24 HOUR<br>**personal support service**<br>0800 030 5182<br>**to call from outside the UK:**<br>+44 161 836 9498<br>**(calls will be charged)**<br><br>**Online Health Portal:**<br>**www.healthassuredeap.co.uk**<br>**Username: Northyorkshire**<br>**Password: Council** | Medium |
| Children, Young people & spread of Coronavirus | All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors | • 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)<br>• Parents will be advised to follow current government guidance.<br>• 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 thermometer (if you have one ). Ensure it is suitably cleaned before and following use<br>• NHS Guidance is available; https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature<br>• 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)<br>• All staff to be aware of where to locate the list. (6)<br>• 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)<br>• Such individuals will be monitored by a member of staff.<br>• After use, the toilet will be cleaned by cleaning or site staff using normal proprietary cleaning products.<br>• Any siblings living in the same household will also be sent home. | (4) Thermometer in school for clarification. Children do not need to be tested on the way in to school.<br><br>(5) Admin to check and clarify with parents.<br><br>(6) Scholarpack<br><br>(7) Staff toilet near admin office. Quarantine room – small portacabin | Medium |
| Inadequate cleaning & spread of Coronavirus | All building users including staff, children young people, catering, cleaning & site | • Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps.<br>• Frequently touched hard surfaces should be cleaned.<br>• Telephones, keyboards, light switches, electronic entry systems etc., should be cleaned with anti-viral wipes. (8) | Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. | Low |

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| | staff, visitors and contractors | • Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.<br>• 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.<br>• Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary. (9)<br>• Ensure disposable tissues are available in each room for both staff and pupils. | (8) Staff to notify admin, in good time, of re-order requirements. Admin to source via NYCC.<br><br>(9) Admin and cleaner to lead. | |
| Inadequate hand washing & spread of Coronavirus | All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors | • 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.<br>• Wash with liquid soap & water for a minimum of 20 seconds (see hand wash guidance).<br>• 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.<br>• 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.<br>• 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. | Poster around the school as appropriate.<br><br>Ensure all sinks have necessary stock & restock as necessary.<br><br>Ensure all attending understand how to wash hands correctly<br><br>Sanitise sinks daily | Medium |
| Inadequate personal protection & PPE & spread of Coronavirus | All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors | • Once schools have been contacted regarding provision of PPE in dealing with Coronavirus please follow guidance on what PPE is required in different situations.<br>• 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.<br>• Disposable items should be placed in the bin immediately.<br>• Rubber gloves should be washed and dried properly before reuse. (10) | Ensure adequate bins and tissues are made available.<br><br>Ensure school has a stock of rubber gloves and if needed, disposable gloves.<br><br>Ensure all staff and children know the procedures to follow.<br><br>Signage as appropriate<br><br>(10) Admin to check and source more when needed. | Low |

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| School Activities | Staff (including Catering , children, young people, visitors and contractors | • Do not allow students to interact in a manner where they will have close contact with each other (maintain social distancing) (11)<br>• Encourage other activities (guided) such as treasure hunt, nature walk etc. Students may use the benches but ensure adequate close supervision to prevent accidents<br>• Practical food activities with children should not take place. (12) | (11) Pupils to stay in class bubbles as much as possible, learning, playing and eating together.<br>Year 2 children to play separately with TA to minimise mixing with Year 3,4,5,6.<br>(12) This includes baking. | Low |
| Lunchtime Dining - Transmitting/contracting the virus | Staff (including Catering , children, young people, visitors and contractors | • Increase spacing between furniture | Rota for eating. R and Yr 1 to eat together and play together, separate from others. Year 2 to eat in the hall, separate from Year 3,4. Year 5/6 to eat in Class 3. | 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 | • All to observe social distancing in line with government guidance as much as possible (see latest Government guidance on Coronavirus)<br>• Be aware soft toys can be difficult to keep clean. (13)<br>• 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.<br>• Staff will be briefed regularly, at least in line with changes to government guidance. | Daily sanitising as appropriate.<br>(13) Staff to remove from all classes, particularly EYFS – see separate risk assessment.<br><br>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 | • Visitors to the premises will be discouraged and all non-essential visitors will be cancelled postponed or meeting takes place by TEAMS/Zoom/skype<br>• Parents will be asked to drop off at the gate, collect on the playground and not enter the school premises in the morning. (14) | Ensure parents know drop off and pick up routines.<br>(14)<br>Drop off:<br>Parents stand at the 2m social distancing ribbons on the fence. If children are walking on their own – the same protocol applies. Staff member is on the gate, welcoming the child/ren.<br><br>Children to be dropped off between 8.45am and 8:55am at the school gate. Unless in breakfast club where children can be dropped off between 8:00am and 8:30am.<br>No parent shall access site. Parents to email in/phone in any information before school that staff need to know.<br><br>Rec/Year 1 children enter through the EYFS gate, put items in cloakroom and wash their hands. | Low |

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| | | | Year 2/3/4/ children enter through the Class 2/library door. Cloakroom and wash hands.<br>Year 5/6 to enter through the Class 3 portacabin door.<br><br>If a child is distressed, the parent is to wait 2m from the main gate, until a staff member can come to support.<br>Parents to leave their child at the gate.<br><br>Collection:<br><br>Parents to enter the school gate between **3.20pm** and **3.30pm** and stand on the 2m social distancing markers in the playground. This is where the children normally line up. Staff will release the child/children to the family member at the front of the line. As soon as they have their child/children, they walk around the back of the school, in between the Class 3 portacabin and main school building, and out of the carpark gate. Pupils who are able to walk home by themselves will leave first at **3.20pm.**<br><br>No staff to remove their cars from the car park whilst parents and pupils are being collected between **3.20pm** and **3.30pm**. | |
| 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 | • 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).<br><br>• 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) | Hold a fire and 'evacuation' (lockdown) drill at earliest convenience.<br><br>(15) Water stop cock in right hand toilet in Class 1. Electricity cupboard behind hessian in Class 1. Key in key cupboard in main office. | Medium |

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| | | • 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) | Brief staff and children on First Aid procedures of the school.<br><br>Brief rota staff on operation of fire and intruder alarms. (16) See admin for clarity.<br><br>Make available the codes on and off site and ensure all know how to access should it be required. (17) See admin for codes. | |
| Lack of leadership and management. First aid and safeguarding issues being missed/ unaddressed | | • Designate a 'Senior Leader' for each day – this may well change if the Head of School is absent, but all other supporting staff need to know who will take charge in the event of an emergency. (18)<br>See Health & Safety Guidance – Full or Partial School Closure on cyps info website<br>• 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.<br>• Key telephone numbers of all available DSL's/deputies to be provided to staff covering the setting. (19)<br>• Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty. (20)<br>• Ensure that Child Protection information is known by the 'senior designated leader' for all those who are attending from alternative schools. (21)<br>• Information must be held securely. (22)<br>• 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.<br><br>See FAQ Safeguarding ( Coronavirus) on cypsinfo website | Head of School each day (18)<br>Head of School on site each day and is the senior leader. Exec. Head available on email and phone at all times.<br>(19) Staff can contact anyone from the senior leadership team:<br>SM, RL, CB, FL. Email sent out.<br>(20) 01609 533080 – see LADO information on wall in each admin office<br>(21) On CPOMS<br><br>Include DSL / DDSL and First Aiders<br><br>Make contact details available to all staff for DSL (22) Scholarpack | Low |
| Lone working | Staff | • Member of staff keeps in contact with office/head of school whether working from home/ travelling or visiting school site<br>• Manager has emergency contact numbers<br>• Member of staff keeps phone charged and available<br>• Follow school procedures for lone working | | Low |
| Inadequate procedures for managing medical needs | *Children and Young People/Staff* | • 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) | (23) Heads of School to share individual risk assessments with staff after seeking permission from staff member. | Low |

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| | | • Follow normal procedures on administration of medication (See CYPS Guidance for Safeguarding Children and Young People with Medical Conditions in Schools) | | |
| Safeguarding issues Unsuitable people working with children & young people | *Children and Young People* | • Ensure that staff have read the addendum to the Child Protection Policy. (24)<br>• Ensure a record is kept of all staff on site on a daily basis.<br>• Keep a copy of the rota<br>• See FAQs Safeguarding (coronavirus) and<br>• Addendum to Child Protection Policy Covid -19 school closure arrangements for Safeguarding &Child Protection at school on cypsinfo website | (24) Sent by JM in September and staff signposted again during September 7th training day.<br>Admin to print and all staff to sign it. | Low |
| Asbestos containing materials (ACMs) Exposure to asbestos fibres leading to long-term health conditions/death | | • 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)<br>• 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) | (25) Hall floor, stock cupboard flooring. Asbestos register in the main office in yellow file. Admin to share with staff.<br>(26) Admin and share with JM | Low |
| Lack of building/ property maintenance Faulty equipment services leading to injury or death | | • 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) | | • 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.<br>• 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.<br>• 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:** | |
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| Additional control measures to reduce risks *so far as is reasonably practicable* | | **Name** | **Position** | **Date** | **Signature** | **Date** |
| 1 | *See individual risk assessments for vulnerable staff* | *Suzanne MacDonald* | *Executive Headteacher* | *01/09/20* | | *07/09/20* |
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| **COMMENTS AND INFORMATION**<br>*Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information* |
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| **Scheduled date of next review**<br><br>*Minimum annually, or if there are any significant changes, or following an incident or near miss* | **Are there any changes to the activity since the last review?**<br><br>*Clarify that all the controls are still in place and how monitored on a regular basis* | **Signature of manager** | **Date of review** |
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| *October half term* | *Yes – replaced with LA and government updated guidance* | | *October 27th 2020* |
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