




NSAT Risk Assessment for Re-Opening after a Temporary Closure

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																							
Hub School/ Establishment	Hookstone Chase Primary School	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>POTENTIAL OUTCOME</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Catastrophic</td><td>Fatal injury/permanent disability</td></tr> <tr><td>Major</td><td>RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence</td></tr> <tr><td>Moderate</td><td>RIDDOR reportable Over 7 Day Injury</td></tr> <tr><td>Minor</td><td>Minor injury (requiring first aid)</td></tr> <tr><td>Insignificant</td><td>Minor injury</td></tr> </table> </div> <div style="width: 45%;"> <p>LIKELIHOOD</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Highly likely</td><td>More likely to occur</td></tr> <tr><td>Likely</td><td style="text-align: center;"></td></tr> <tr><td>Possible</td><td></td></tr> <tr><td>Unlikely</td><td></td></tr> <tr><td>Remote</td><td>Less likely to occur</td></tr> </table> </div> </div>						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	Highly likely	More likely to occur	Likely		Possible		Unlikely		Remote	Less likely to occur																														
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Details of activity: School re-opening during Coronavirus (Covid-19) Pandemic																																																									
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Name of Senior Leader carrying out assessment	Vivien Watson Headteacher																																																								
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Area of Concern	Persons at risk	Existing control measures	Additional Control Measures	Risk rating after existing & additional control measures (High / Medium / Low)
Policies and Procedures	Staff and pupils both in attendance at school and at home	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including but not limited to the following: <ul style="list-style-type: none"> - Health and Safety Policy - Individual pupil risk assessments - First Aid Policy with additional training for suspected Covid 19 and use of PPE - Updated Emergency Evacuation Procedures – update for social distancing - Child protection - Current Trust Mental Health and Wellbeing support - Intimate care – update policy in line with DfE guidance • All staff have regard to all relevant guidance and legislation including, but not limited to the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; - Health protection in schools and other childcare facilities – Public Health England, 2017; - Covid-19: Guidance for Educational Settings, DfE and PHE, 2020 • The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> - DfE - PHE - NHS - CLEAPS - Department of Health and Social Care - School’s local Health Protection Team (HPT) 	<ul style="list-style-type: none"> - <i>Cleaning & Hygiene Trust guidance (DfE) plus establish school specific schedule and tasks)</i> - <i>PPE and Social Distancing Trust guidance (DfE) plus school specific requirement for key staff/duties</i> - <i>Decision making pathway in case of further infection</i> 	Medium

		<ul style="list-style-type: none"> • All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens. • Plan of which rooms being used, plan of access around school and staff rotas for additional supervision • Plan for use of toilets 		
Premises	Staff and pupils in attendance at school.	<ul style="list-style-type: none"> • NYCC Caretaker to check all exterior windows, doors, locks and other access points to ascertain security. • NYCC Caretaker checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • NYCC Caretaker to check all security systems for integrity and that they are in working order. • Business Manager to inform the Department for Education of the opening arrangements. • Any hazards found during checks on the premises are reported to the HT and SBM as soon as possible and issues are resolved prior to school reopening. • The Headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The Headteacher to identify which areas of the school may be used for school activity and communicates this to staff and pupils accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The HT and SBM arranges for any changes to the premises to be made in line with social distancing measures. • Signage to be displayed 	<i>LA /Trust / DfE guidance on re-opening school sites</i>	Low
Gas / Electrical Supply, Heating, Ventilation and Water Systems	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • NYCC Caretaker checks that all mandatory inspections are up to date and if required arrange an inspection as soon as possible. • Relevant staff (office staff / Headteacher) check that all phone and broadband connectivity is in working order. 	LA/ Trust / DfE guidance on re-opening school sites	Low

		<ul style="list-style-type: none"> • Relevant staff (Headteacher) adjust any thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school reopens. • All water systems are thoroughly flushed e.g. toilets, taps. • All equipment that uses water is run through a cycle e.g. dishwashers and washing machines, to flush limescale and bacteria build up. • Air conditioning is not to be used in classrooms. 		
Lifts and automatic doors	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • HH Site Manager to check that lifts and automatic doors are in working order. • HH Site Manager ensures that any mandatory inspections for lifts and automatic doors are up to date and arranges any required inspections as soon as possible. • Social distancing applies, one person to use the lift at any time. If additional support required face masks can be worn. 	<i>PPE guidelines (see above)</i>	N/A (no auto doors or lifts)
Fire Safety and Evacuation Routes	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • NYCC Caretaker to check the alarm system to ensure it is in working order. • All fire extinguishers to be checked, replace where required. • Headteacher and SBM ensure that the fire risk assessment is up to date and apply any changes needed for people movement or access e.g. if part of the school remains temporarily closed. • Headteacher and SBM to identify how social distancing measures are to be observed at evacuation points and communicates this to all staff and pupils. • Please see guidance https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf. 	<i>Updated policy and procedures and train out</i>	Low
First Aid	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • PPE (including gloves, aprons, face masks, screen) to be provided, replenish stock as required – nominated person (Office manager) to be responsible for this. 	<i>Ensure school has a stock of PPE, monitor stock levels and replenish when required.</i>	Medium

		<ul style="list-style-type: none"> • Cherry class is the isolation room and will be staffed when required by a member of staff in PPE. This will be the Headteacher or Deputy Headteacher in her absence. • Children who are isolated in the Back Office and waiting to go home should use Holly toilet nearest the classroom (right side as you look at toilets) • Train First Aiders on how to manage suspected cases (students / staff) with Covid-19. • Disposal of waste twice daily (lunch time and end of the day – cleaner to manage using rota). • Clinical lidded bin to be provided (normal bins for tissues to have lids re DfE primary guidance) • Enhanced cleaning of first aid areas on a daily basis, including the cleaning of touch points after each use. • Hand and surface wipes, tissues etc to be put in all classrooms and offices. 	<p><i>Brief staff on First Aid procedures if someone develops symptoms.</i></p>	
Cleaning	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Deep clean to be completed prior to opening. • SBM to arrange enhanced cleaning to be undertaken where required. • Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps. • Where necessary, the number of rooms used by staff during working hours is limited to avoid the spread of the infection and minimise the costs of cleaning. • All areas that have been cleaned are checked by Headteacher or Deputy Headteacher in her absence to ensure they are safe to occupy. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified and staff made aware of this. 	<p><i>Cleaning and hygiene guidance (above)</i></p> <p><i>Cleaning capacity to support operating model</i></p> <p><i>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary</i></p>	<p>Medium</p> <p>Second cleaner needed every second Friday due to absence – BM following this up with YPO</p>

		<ul style="list-style-type: none"> • Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary. • Where practicable, PPE is available to members of staff who require it to carry out their role safely e.g. cleaners. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, table / counter tops, light switches, chairs, keyboards, bannisters and making sure there are adequate disposal arrangements. • A checklist for each classroom/area to be produced and signed off to say completed. • Clear procedures for cleaning toilets including staff toilets throughout day 		
Infection control and social distancing	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Visitors to the premises will be discouraged and all non-essential visitors will be cancelled / postponed. Any visitors will wear masks unless medically unable to. All visitors will be asked to socially distance and adhere to handwashing policy. All visitors to only use allocated toilets outside main office. • Parents to remain outside of school building and access discussion via Headteacher's office door. • Visual aids are in use to display social distancing measures e.g. floor tape to mark two-metre, arrows and 2 metre markers. • Posters in classrooms and throughout school to reinforce key messages • Alcohol based hand sanitisers available around school and adequately stocked. • Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked. • Hand and surface wipes, tissues to be placed in every classroom / office. 	<p><i>Posters are displayed throughout school reminding everyone of infection control procedures and social distancing arrangements e.g. regular hand washing and staying two metres apart where possible.</i></p> <p><i>Assessment is influenced by operating model (Year groups)</i></p> <p><i>PPE Guidance</i> <i>Social Distancing Guidance</i> <i>Hygiene procedures</i></p> <p><i>Floor markings or signs are used, where necessary to indicate any two metre spacing e.g. where queues are likely to form.</i></p>	Medium

		<ul style="list-style-type: none"> • PPE to be made available to members of staff who require it to carry out their role. PPE to be disposed of appropriately after use. • Headteacher to identify which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control. Staggered outdoor play for bubbles of children in playground zones. Children allocated areas to play on outdoor site to ensure social distancing. • Cleaning rota in place. • Lunch will be served in the bubbles – staggered, drop bags will be delivered by catering staff to the classrooms. • Class bubbles will remain isolated from other bubbles at all times. Children in Reception will have a two day staggered start to the academic year and then attend full time. They will have the same class teacher and the same teaching assistants each day. Staff pupil ratios will be maintained at all times. • No class changes will take place and each classroom bubble will be kept separate from the rest of the school wherever possible. • Pupils will have individual trays to store their equipment and books. These will be cleaned at the end of each day to minimise contamination. • The use of the staff room will be limited to avoid unnecessary group gatherings – staggered times or rotas are implemented where required so that no more than four staff access the room at a time. • Where pupils and staff cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue - mitigating actions are put in place if continuing the activity is essential. • Staff who display symptoms of Coronavirus are managed in line with government guidance and are sent home as soon as possible. 	<p><i>Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.</i></p> <p><i>Everyone is encouraged to wash their hands with soap or alcohol based sanitiser.</i></p>	
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		<ul style="list-style-type: none"> • Clear rules for staff and children around social distancing and hygiene. Pupils explicitly taught this. Return to school must be in small groups to ensure time for young children to learn rules. 		
Safeguarding & Wellbeing	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Designate a Senior Leader for each day the setting is open – all staff to be informed who is on duty. This will likely be the Headteacher on most days. • Key telephone numbers of all available members of the Leadership Team to be provided to staff. • Headteacher and DSLs liaise with the necessary staff and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and / or school reopening. • DSLs to ensure that adequate pastoral care is in place to support pupils and staff who require it. • Ensuring that line managers are supported to hold conversations with BAME staff that are sensitive and comprehensive, and that these should be held on an ongoing basis as physical and mental health are prone to changes. • Healthcare Plans and Individual Risk assessments should be readily accessible for staff – SBM and SENCo • Staff and pupil bereavement is managed in line with the Trust Bereavement Policy. • Ensure a record is kept of all staff on site on a daily basis. • Ensure regular contact with staff who are unable to work for health reasons. • Follow normal procedures on administration of medication (See Guidance for Safeguarding Children and Young People with Medical Conditions in Schools) • See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid-19 school closure arrangements for Safeguarding & Child Protection at school on website: • https://cyps.northyorks.gov.uk/covid-19. 	<p><i>Stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc</i></p>	<p>Low</p>

		<ul style="list-style-type: none"> • See Health & Safety Guidance – Full or Partial School Closure https://cyps.northyorks.gov.uk/sites/default/files/Emergencies,%20health%20and%20safety/Health%20and%20Safety%20advice%20for%20managing%20a%20full%20or%20partial%20school%20closure.pdf. 		
Communication	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Up-to-date Trust communications based on Government advice. • School's website to be kept up to date with any information regarding reopening e.g. dates and local arrangements. • Staff are informed about the relevant information regarding reopening, including any changes to the workday e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support (work commitments and workload, health, mental wellbeing) and there are several avenues they can follow e.g. line manager, other senior staff, colleagues. • All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • Parents and pupils are contacted via text message or telephone. All parents will be informed about the relevant information regarding reopening e.g. social distancing measures and the days their children will be invited into school. • SBM to communicate with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. • Staff to be informed about the arrangements for meetings that would ordinarily take place in person and how these will be carried out in line with social distancing guidance when school reopens. 	<p><i>Daily briefings to staff as necessary, particularly as there may be different staff covering.</i></p>	<div style="background-color: green; color: black; padding: 2px 5px;">Low</div>

		<ul style="list-style-type: none"> All staff members' emergency contact details are up to date, including alternative emergency contact details, where required. 		
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ACTION PLAN (insert additional rows if required)		To be actioned by:			Action completed:	
Additional control measures to reduce risks so far as is reasonably practicable		Name	Position	Date	Signature	Date
1	<i>Additional signage, posters, markers and screens to be ordered, put up and agreed final one-way system plan</i>	Maureen Braden	Business Manager Headteacher			
2	<i>Update Fire RA and Emergency Evac procedures with temporary changes. Alarm checks to take place</i>	Vivien Watson	Headteacher			
3	<i>Cleaning rota to be issued to cleaners – NYCC Cleaning and Updated Covid 19 Procedures</i>	Vivien Watson	Business Manager			
4	<i>Monitor stock (soap, toilet rolls, alcohol gel) and PPE. Additional PPE ordered awaiting delivery.</i>	Office Manager	NYCC Caretaker / Office Team			
5	<i>First Aid: Additional Covid 19 First Aid training to be given prior to 1st June 20.</i>	Vivien Watson	NSAT CPD Induction			
6	<i>Layouts for social distancing shared with staff prior to September start..</i>	Vivien Watson / Simon Hayes	Headteacher / Deputy Headteacher			
7	<i>Include in Staff Rota list of areas of possible congestion which need supervision and when, such as entrances and toilets.</i>	Vivien Watson / Simon Hayes	Headteacher / Deputy Headteacher			
8	<i>Alternative and new menu to be agreed with contractors – packed lunches can be delivered to the class bubbles and numbers of children in each day to be communicated. Rota for hot food so one phase per day can access hot meals in bubbles.</i>	Vivien Watson / Maureen Braden	Business Manager / Office Team			

COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated to relevant people, and any other comments and information

Parental letters, staff emails and training day on September 7th led by Headteacher via Microsoft Team.

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