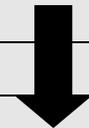
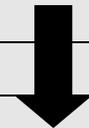
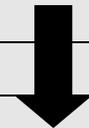


RISK ASSESSMENT FOR REOPENING AFTER A TEMPORARY CLOSURE

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																													
Hub School/ Establishment	<i>Harrogate High</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">POTENTIAL OUTCOME</th> <th colspan="2" style="text-align: left;">LIKELIHOOD</th> </tr> <tr> <td>Catastrophic</td> <td>Fatal injury/permanent disability</td> <td>Highly likely</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence</td> <td>Likely</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td>Moderate</td> <td>RIDDOR reportable Over 7 Day Injury</td> <td>Possible</td> </tr> <tr> <td>Minor</td> <td>Minor injury (requiring first aid)</td> <td>Unlikely</td> </tr> <tr> <td>Insignificant</td> <td>Minor injury</td> <td>Remote</td> <td>Less likely to occur</td> </tr> </table>						POTENTIAL OUTCOME		LIKELIHOOD		Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence	Likely		Moderate	RIDDOR reportable Over 7 Day Injury	Possible	Minor	Minor injury (requiring first aid)	Unlikely	Insignificant	Minor injury	Remote	Less likely to occur																																		
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Details of activity: Emergency Childcare during Coronavirus (Covid-19) Pandemic																																																															
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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		<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 - Trust Mental Health and Wellbeing support - Harrogate High Mental Health Policy • 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) • All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens. 	<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> 	<div style="background-color: #90EE90; padding: 2px 10px; display: inline-block;">Low</div>

		<ul style="list-style-type: none"> • 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"> • Site Manager to check all exterior windows, doors, locks and other access points to ascertain security. • Site Manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • Site Manager to check all trees and shrubbery to ensure they do not pose a risk e.g. there are no broken or overhanging branches. • Site Manager to check all security systems for integrity and that they are in working order. • SBM to inform LOR and DfE of opening arrangements and to ensure PPM is completed and returned. • 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 HT in discussion with the Trust ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The HT 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. • External contractors are not to be on site unless agreed by the SBM (this doesn't apply to NSAT Central Team). • The Site Manager and SBM arranges for any changes to the premises to be made to account for social distancing measures. <p>Ventilation The school is provided with mechanical ventilation in the following areas.</p> <ul style="list-style-type: none"> • Classrooms – Mechanical Ventilation is provided by Breathing Building Units which draw in external air, when heating is being supplied by the units some air is re-circulated. As the heating systems are currently switched off the units will not re-circulate air. 	<i>LA / Trust / DfE guidance on re-opening school sites</i>	Low

		<ul style="list-style-type: none"> • Large Internal Spaces – Areas such as halls, and the LRC are provided with mechanical ventilation via air handling units which draw in external air. In normal operation there is some re-circulation of air, but it is possible to adjust the systems to shut down the re-circulation. • Corridors – The ventilation to corridors is provided with external air only there is no re-circulation. • Small Internal Spaces – Areas such as internal offices are provided with extract ventilation only, the input is provided by the ventilation to corridors. 		
Gas / Electrical Supply, Heating, Ventilation and Water Systems	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Site Manager checks that all mandatory inspections are up to date and if required arrange an inspection as soon as possible. • Any essential visitors re. maintenance -headteacher to be informed beforehand. • Relevant staff check that all phone and broadband connectivity is in working order. • Relevant staff 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. 	<i>LA / Trust / DfE guidance on re-opening school sites</i>	Low
Lifts and automatic doors	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Site Manager to check that lifts and automatic doors are in working order. • 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>	Low
Fire Safety and Evacuation Routes	Staff and pupils in attendance at school	<ul style="list-style-type: none"> • Site Manager 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 management plan is up to date and apply any changes needed for people movement or access. 	<i>Updated policy and procedures and train out</i>	Low

		<ul style="list-style-type: none"> • 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. 		
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 to be responsible for this. • Isolation room identified (G45) for holding room whilst first aiders assess student needs. No more than two in the room, all other students wait on allocated chairs outside Attendance Office. • 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). Pedal bins to be used for tissues etc as per 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. • Any medication given to ease symptoms e.g. paracetamol, is administered in accordance with the Administering Medicines Policy. 	<p><i>Ensure school has a stock of PPE, monitor stock levels and replenish when required.</i></p> <p><i>Brief staff on First Aid procedures if someone develops symptoms.</i></p> <p><i>Cleaning Rota</i></p>	Low
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 to ensure they are safe to occupy. 	<p><i>Cleaning and hygiene guidance (above)</i></p> <p><i>Cleaning capacity to support operating model</i></p> <p><i>Contractor to provide up to 2 operatives to support the cleaning of the school.</i></p>	Med

		<ul style="list-style-type: none"> • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • 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 area to be produced and signed off to say completed. • Clear procedures for cleaning toilets including staff toilets throughout day 	<p><i>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary</i></p>	
<p>Infection control and social distancing</p>	<p>Staff and pupils in attendance at school</p>	<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. • Visual aids are in use to display social distancing measures e.g. floor tape to mark two-metre, arrows and 2 metre markers. • One way system to be implemented around school, floor markings and arrows to be displayed. • Additional hand wash basins at the front and back entrance to school, to ensure all students and staff was hands before entering the building (in line with good hand washing guidance). • Posters in toilets and throughout school to reinforce key messages • Alcohol based hand sanitisers available around school and adequately stocked. • Individual bottles of alcohol hand gel to be issued to pupils (as advised by CLEAPS) • 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>PPE Guidance Social distancing guidance 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> <p><i>Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.</i></p>	<p>Medium</p>

		<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. • Face mask to be worn by suspected Covid staff member/pupil as well as the attendee • Headteacher and SBM to identify which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control. • Lunch will be staggered and take place in the main hall / sports hall. Break will also be staggered during period 2 and break, to ensure only one year group in circulation each time. • School equipment available to be provided to ensure no cross-contamination (items from home) e.g. glue sticks, calculators and art packs. • The staff room will be relocated to Sixth Form area to ensure a larger working area and kitchen, to ensure social distancing. • The staff workrooms on each floor will be marked out to ensure distance between stations, with a sign on each door indicating the amount of staff that can enter the room. • 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. • The relevant staff will liaise with the parents of pupils who are deemed more vulnerable and where necessary, share an individual risk assessment. All student risk assessments will also be shared with staff. • Student(s) who display symptoms of Coronavirus will be assessed by the School Nurse and supervised whilst awaiting collection by their parent / carer. • Where a member of staff must accompany or supervise a student showing symptoms, infection control procedures and social distancing arrangements are adhered to at all times. 	<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"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are to be cleaned up immediately using PPE at all times. • Staff to notify the Headteacher or Deputy if they need to be shielded despite the shielding guidance being lifted from 1st August (see NHS guidance) because they: <ul style="list-style-type: none"> - Have an impaired immune system; - Have a medical condition that means they are more vulnerable to infections or becoming seriously ill die to coronavirus; - Are aged 70 or over; - Are pregnant • Line managers to hold discussions with staff who are deemed more vulnerable to infection and risk assessments to be put in place for individuals. • SLT to consider requests made by staff with regards to personal circumstances from September e.g. Trust questionnaire. • The Headteacher to ensure that the school can be adequately and safely staffed when it opens for all students. • The Headteacher and SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely e.g. the relevant staff are available. • The Headteacher communicates the Trust well-being plan to help protect wellbeing and mental health, and ensure all staff have access to support when the school reopens (Employee Assistance Programme). • Clear rules for staff and children around social distancing and hygiene. 		
Safeguarding & Wellbeing	Staff and pupils both at home and in school	<ul style="list-style-type: none"> • Ensure that at least two DSLs available each day the setting is open – all staff to be informed who is on duty. • 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. Additional counselling bought in for students, as required. 	<p><i>Stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc</i></p>	<p style="text-align: center;">Low</p>

		<ul style="list-style-type: none"> 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. Staff bereavement training for relevant members of staff 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. Risk assessments to be in place. Any staff unable to attend school follow the normal procedure of calling Cover Manager before 7.00am. 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. 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 break and 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. 	<i>Daily briefings to staff as necessary, particularly as there may be different staff covering.</i>	Low

	<ul style="list-style-type: none"> • 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 informed via letter about the relevant information regarding reopening e.g. social distancing measures and how lessons will be delivered. • 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. • 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 <i>so far as is reasonably practicable</i>		Name	Position	Date	Signature	Date
1	<i>Additional signage and floor stickers to be sought</i>	Maureen Braden	Business Manager	17 July 20		
2	<i>Update Fire RA and Emergency Evac procedures with temporary changes</i>	Maureen Braden	Business Manager	17 July 20		
3	<i>Cleaning arrangement through a contractor to be secured, includes static sinks to be placed at the front and back entrance</i>	Maureen Braden	Business Manager	Summer Term		
4	<i>Continue to monitor stock (soap, toilet rolls, alcohol gel) and PPE.</i>	Fuad Foric and Maureen Braden	Site Manager and Business Manager	17 July 20		
6	<i>Rooms to be used to be equipped with 'cleaning stations'.</i>	Maureen Braden	Business Manager	Summer Term		
8	<i>Catering arrangements to be set up in the sports hall (including chairs / tables)</i>	Maureen Braden and Site Team	Business Manager Site Team	Summer Term		

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

*Induction Pack and NSAT Guidance (including site specific arrangements) have been cascaded to staff.
 Whole school discussion to take place on Monday 1 June, followed by Team / Dept conversations and planning time.
 All documentation is accessed through HHS Teams.
 Q&A following CPD time – ongoing FAQs to be produced
 Weekly staff briefing
 First Aid: Covid-19 Crib Sheet to be issued to First Aiders
 House-keeping documentation being written for bubbles*

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