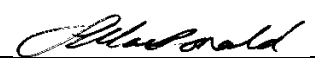






RISK ASSESSMENT FORM

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																									
Hub School/ Establishment	<i>Burton Salmon</i>																																										
Location	<i>Ledgate Lane, Burton Salmon, LS25 5JY</i>																																										
Details of activity: Emergency Childcare during Coronavirus (Covid-19) Pandemic																																											
Date of assessment	<i>01/09/2020</i>																																										
Name of Senior Leader carrying out assessment	<i>Suzanne MacDonald</i>																																										
Senior Leader's Signature 		Date <i>01/09/2020</i>																																									
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> POTENTIAL OUTCOME <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%;"> LIKELIHOOD <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 rowspan="4" style="text-align: center; vertical-align: middle;"></td></tr> <tr><td>Possible</td></tr> <tr><td>Unlikely</td></tr> <tr><td>Remote</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	Remote	Less likely to occur																	
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																																											
Remote	Less likely to occur																																										
		POTENTIAL OUTCOME <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Catastrophic</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Major</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Moderate</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Minor</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Insignificant</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>Remote</td><td>Unlikely</td><td>Possible</td><td>Likely</td><td>Highly Likely</td></tr> </table>						Catastrophic						Major						Moderate						Minor						Insignificant							Remote	Unlikely	Possible	Likely	Highly Likely
Catastrophic																																											
Major																																											
Moderate																																											
Minor																																											
Insignificant																																											
	Remote	Unlikely	Possible	Likely	Highly Likely																																						
		LIKELIHOOD																																									
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="2" style="text-align: center;">Risk rating</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: red;"></td> <td style="text-align: center;">HIGH</td> <td>Urgently review/add controls & monitor (if Likely or Highly Likely – stop work, seek competent advice, notify H&S Team)</td> </tr> <tr> <td style="background-color: orange;"></td> <td style="text-align: center;">MEDIUM</td> <td>Review/add controls (as far as reasonably practicable) & monitor</td> </tr> <tr> <td style="background-color: green;"></td> <td style="text-align: center;">LOW</td> <td>Monitor control measures</td> </tr> </tbody> </table>						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																								
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>																
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	<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 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. <div><p>Guidance on Self Isolation & Quarantine due to Coronavirus</p><table><tr><th>Situation of Employee</th><th>Notes</th><th>Actions</th><th>Impact of test results or development of symptoms</th></tr><tr><td>a. I have symptoms of Coronavirus</td><td>The main early symptoms are:<ul style="list-style-type: none">a high temperaturea new, continuous coughloss or a change in the normal sense of smell or taste (also known as anosmia)</td><td><ul style="list-style-type: none">Self isolate for 10 days starting immediatelyFollow government guidance on staying at homeObtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms</td><td><p>Test = Positive: Return to work when fit and provided temperature has returned to normal as long as the 10 days have been completed</p><p>Test = Negative: Return to work as soon as fit to do so</p><p>Test = Inconclusive: Treat as though positive.</p></td></tr><tr><td>b. Someone in my household has developed symptoms</td><td>See above</td><td><ul style="list-style-type: none">Self isolate for 14 days at home starting immediatelyFollow government guidance on staying at homeAdvise the household member to obtain a test as soon as possible and within the first 5 days of the onset of symptoms</td><td><p>Test = Positive: Continue to self isolate for a minimum of 14 days</p><p>Test = Negative: Return to work immediately</p><p>I have developed symptoms during the 14 days self isolation:-</p><ul style="list-style-type: none">Continue to self isolate for 10 days from onset of symptoms.Obtain a test for Covid 19 and see section a.<p>I have developed symptoms:</p><ul style="list-style-type: none">Continue to self isolate for the remainder of the 14 day self isolation.Obtain a test for Covid 19<p>Test = Positive: Continue to self isolate and complete 10 days from onset of symptoms</p><p>Test = Negative: Continue to self-isolate for the original 14 day period.</p></td></tr><tr><td>c. I have been contacted by NHS Test & Trace as I may have been in contact with someone who has tested positive for coronavirus</td><td>They have instructed me to self isolate</td><td>Commence self-isolation for 14 day period</td><td></td></tr></table></div>	Situation of Employee	Notes	Actions	Impact of test results or development of symptoms	a. I have symptoms of Coronavirus	The main early symptoms are: <ul style="list-style-type: none">a high temperaturea new, continuous coughloss or a change in the normal sense of smell or taste (also known as anosmia)	<ul style="list-style-type: none">Self isolate for 10 days starting immediatelyFollow government guidance on staying at homeObtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms	<p>Test = Positive: Return to work when fit and provided temperature has returned to normal as long as the 10 days have been completed</p> <p>Test = Negative: Return to work as soon as fit to do so</p> <p>Test = Inconclusive: Treat as though positive.</p>	b. Someone in my household has developed symptoms	See above	<ul style="list-style-type: none">Self isolate for 14 days at home starting immediatelyFollow government guidance on staying at homeAdvise the household member to obtain a test as soon as possible and within the first 5 days of the onset of symptoms	<p>Test = Positive: Continue to self isolate for a minimum of 14 days</p> <p>Test = Negative: Return to work immediately</p> <p>I have developed symptoms during the 14 days self isolation:-</p> <ul style="list-style-type: none">Continue to self isolate for 10 days from onset of symptoms.Obtain a test for Covid 19 and see section a. <p>I have developed symptoms:</p> <ul style="list-style-type: none">Continue to self isolate for the remainder of the 14 day self isolation.Obtain a test for Covid 19 <p>Test = Positive: Continue to self isolate and complete 10 days from onset of symptoms</p> <p>Test = Negative: Continue to self-isolate for the original 14 day period.</p>	c. I have been contacted by NHS Test & Trace as I may have been in contact with someone who has tested positive for coronavirus	They have instructed me to self isolate	Commence self-isolation for 14 day period		<div>(1) Kristy Northway Emma Wykes Suzanne MacDonald</div> <div>(2) Available in the school office</div>	Medium
Situation of Employee	Notes	Actions	Impact of test results or development of symptoms																	
a. I have symptoms of Coronavirus	The main early symptoms are: <ul style="list-style-type: none">a high temperaturea new, continuous coughloss or a change in the normal sense of smell or taste (also known as anosmia)	<ul style="list-style-type: none">Self isolate for 10 days starting immediatelyFollow government guidance on staying at homeObtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms	<p>Test = Positive: Return to work when fit and provided temperature has returned to normal as long as the 10 days have been completed</p> <p>Test = Negative: Return to work as soon as fit to do so</p> <p>Test = Inconclusive: Treat as though positive.</p>																	
b. Someone in my household has developed symptoms	See above	<ul style="list-style-type: none">Self isolate for 14 days at home starting immediatelyFollow government guidance on staying at homeAdvise the household member to obtain a test as soon as possible and within the first 5 days of the onset of symptoms	<p>Test = Positive: Continue to self isolate for a minimum of 14 days</p> <p>Test = Negative: Return to work immediately</p> <p>I have developed symptoms during the 14 days self isolation:-</p> <ul style="list-style-type: none">Continue to self isolate for 10 days from onset of symptoms.Obtain a test for Covid 19 and see section a. <p>I have developed symptoms:</p> <ul style="list-style-type: none">Continue to self isolate for the remainder of the 14 day self isolation.Obtain a test for Covid 19 <p>Test = Positive: Continue to self isolate and complete 10 days from onset of symptoms</p> <p>Test = Negative: Continue to self-isolate for the original 14 day period.</p>																	
c. I have been contacted by NHS Test & Trace as I may have been in contact with someone who has tested positive for coronavirus	They have instructed me to self isolate	Commence self-isolation for 14 day period																		

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		<ul style="list-style-type: none"> Self-isolate for 10 days, starting on the day the test was taken. If symptoms develop during this isolation period, the 10 day isolation must restart from the day the symptoms started. 	<ul style="list-style-type: none"> After 10 days, if still have a temperature you should continue to self-isolate and seek medical advice. 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. 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.	<p>I have developed symptoms:-</p> <ul style="list-style-type: none"> Continue to self isolate for the remainder of the 14 day self isolation. Obtain a test for Covid 19 <p>Test = Positive: Inform school, continue to self isolate and complete 10 days from onset of symptoms</p> <p>Test = Negative: Continue to self-isolate for the original 14 day period.</p>

2

Return to work after a positive test

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 8 th June you must self isolate (quarantine) for 14 days when returning from abroad with these exceptions where travel corridors have been agreed.	<p>I have developed symptoms:-</p> <ul style="list-style-type: none"> Continue to self isolate Obtain a test for Covid 19 <p>Test = Positive: Continue to self isolate for a minimum of 14 days and until 10 days from onset of symptoms</p> <p>Test = Negative: Continue to self-isolate for the 14 day period.</p>

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).

Stress and anxiety about Coronavirus

Staff, children and young people

- 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)

(3) Employee Assistance Programme – Health Assured

FREE 24 HOUR

Medium

		<ul style="list-style-type: none"> Staff reassure children and young people 	personal support service 0800 030 5182 to call from outside the UK: +44 161 836 9498 (calls will be charged) Online Health Portal: www.healthassuredeap.co.uk Username: Northyorkshire Password: Council	
Children, Young people & spread of Coronavirus	All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors	<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 thermometer (if you have one). 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. 	(4) Thermometer in school for clarification. Children do not need to be tested on the way in to school. (5) Admin to check and clarify with parents. (6) Scholarpack (7) Resource Room next to class 2. Boys toilets opposite side of corridor. If this occurs, no other children allowed through door (C1).	Medium
Inadequate cleaning & spread of Coronavirus	All building users including staff, children young people, catering, cleaning & site staff, visitors and contractors	<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. 	Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary. (8) Staff to notify admin, in good time, of re-order requirements. Admin to source via NYCC.	Low


		<ul style="list-style-type: none"> 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. 	(9) Admin and cleaner to lead. Jodie Binns consulted.	
Inadequate hand washing & spread of Coronavirus	All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors	<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>	Medium
Inadequate personal protection & PPE & spread of Coronavirus	All building users including staff, Children, young people, catering, cleaning & site staff, visitors and contractors	<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>Signage as appropriate</p> <p>(10) Admin to check and source more when needed.</p>	Low
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 	<p>(11) Pupils to stay in class bubbles as much as possible, learning, playing and eating together.</p> <p>(12) This includes baking.</p>	Low

Lunchtime Dining - Transmitting/contracting the virus	Staff (including Catering, children, young people, visitors and contractors)	<ul style="list-style-type: none"> Practical food activities with children should not take place. (12) Increase spacing between furniture 	Dining to be done on a rota, pupils eat in their class, with their hot dinner or packed lunch.	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) 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. 	<p>Daily sanitising as appropriate. (13) Staff to remove from all classes, particularly EYFS – see separate risk assessment.</p> <p>Daily briefings to staff as necessary, particularly as there may be different staff covering.</p>	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 TEAMS/Zoom/skype Parents will be asked to drop off at the gate, collect on the playground and not enter the school premises in the morning. (14) 	<p>Ensure parents know drop off and pick up routines. (14)</p> <p><u>Drop offs</u></p> <p>This can be done between 8:45am and 8:55am. Children are dropped at the blue gate, which leads onto the playground. Parents to stand at 2m ribbon markers on the fence and do not enter the playground.</p> <p><u>Collection</u></p> <p>Parents who are collecting 1 child, may collect on the from the main blue vehicle access gate between 3:00pm and 3:05pm. Please do not enter the playground. After collecting, cross over the road to avoid the line of waiting parents.</p> <p>For parents who are collecting more than 1 child, they may collect between 3:10pm and 3:15pm using the same procedure.</p> <p>Pupils who have permission to walk home alone will leave at 3:15pm.</p>	Low

			<p>Please wait until all parents and children have left if you wish to speak to a member of staff.</p> <p>Pippins Breakfast Club and Orchard After School Club can be accessed by entering the school through the carpark and ringing the front door bell.</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 stop cocks in individual toilets and overall water turn off under grate in playground. Keys in office for electricity cupboard C2.</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 missed/ unaddressed		<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 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) 	<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> <p>(19) Staff can contact anyone from the senior leadership team: SM, RL, CB, FB. Email sent out.</p> <p>(20) 01609 533080 – see LADO information on wall in each admin office.</p> <p>(21) On CPOMS</p>	Low


		<ul style="list-style-type: none"> 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>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) 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 and refreshed on the September training day. 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		<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) Non recorded.</p> <p>(26) Admin and share with JM</p>	Low
Lack of building/ property maintenance Faulty equipment		<ul style="list-style-type: none"> Please see guidance from NYCC Property Service and Health & Safety related to Coronavirus on cypsinfo website 		Low

services leading to injury or death				
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	See individual risk assessments for vulnerable staff	Suzanne MacDonald	Executive Headteacher	01/09/20		07/09/20
2						
3						
4						
5						
6						
7						

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

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
<i>October half term</i>	<i>Yes – replaced with LA and government updated guidance</i>		<i>October 27th 2020</i>