



# NSAT Risk Assessment

RISK ASSESSMENT DETAILS		RISK MATRIX & RATING																																																						
Hub School/ Establishment	GREATWOOD COMMUNITY PRIMARY SCHOOL																																																							
Location	SKIPTON																																																							
Details of activity: School Coronavirus (Covid-19) Pandemic		<div> <div> <b>POTENTIAL OUTCOME</b> <table border="1"> <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> <b>LIKELIHOOD</b> <table border="1"> <tr> <td>Highly likely</td> <td>More likely to</td> </tr> <tr> <td>Likely</td> <td rowspan="4"> </td> </tr> <tr> <td>Possible</td> </tr> <tr> <td>Unlikely</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	Likely		Possible	Unlikely	Remote	Less likely to occur																															
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Date of assessment	29.11.21 (Original RA Sept 20)																																																							
Name of Senior Leader carrying out assessment	Jonelle Yeoman/Joanne Busfield																																																							
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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"> <li>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"> <li>- Health and Safety Policy</li> <li>- Individual pupil risk assessments</li> <li>- First Aid Policy with additional training for suspected Covid 19 and use of PPE</li> <li>- Updated Emergency Evacuation Procedures – update for social distancing</li> <li>- Child protection</li> <li>- Current Trust Mental Health and Wellbeing support</li> <li>- Intimate care – update policy in line with DfE guidance.</li> <li>- NSAT Summary of Operational Guidance for Schools Sept 21</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to the following: <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;</li> <li>- Health protection in schools and other childcare facilities – Public Health England, 2017;</li> <li>- Covid-19: Guidance for Educational Settings, DfE and PHE, 2020</li> </ul> </li> <li>The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- PHE</li> <li>- NHS</li> <li>- CLEAPS</li> <li>- Department of Health and Social Care</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Cleaning &amp; Hygiene Trust guidance (dfe) plus establish school specific schedule and tasks) CH</li> <li>- PPE and Social Distancing Trust guidance (dfe) plus school specific requirement for key staff/duties PW</li> <li>- Decision making pathway in case of further infection SE</li> <li>- Staff do regular LFT Testing</li> <li>- NSAT Summary of Operational Guidance for Schools Sept 21</li> </ul>	Medium

		<ul style="list-style-type: none"> <li>- School's local Health Protection Team (HPT)</li> <li>• All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements. Updated 8.11.21 to go back to bubbles and lunch in classrooms. Reduced visitors to those needed in school. Updated 29.11.21 All staff to wear masks in shared areas</li> <li>• Plan of which rooms being used, plan of access around school and staff rotas for additional supervision</li> </ul>	<p>Clinell wipes added to all staff toilets. Staff to wipe between usage.</p> <p>Toilet signage for year group bubbles.</p> <p>Bubbles agreed R+Yr1, Yr2+Yr3, Yr4+Yr5+Yr6. All bubbles eating in their classroom apart from Rec+Yr1 bubble in hall</p> <p>Use of 3 entrances for bubbles</p> <p>Any minibus trips bubbles sit together and use sanitiser before getting in the minibus</p> <p>Staff wear masks and windows open</p>	Medium
Premises	Staff and pupils in attendance at school.	<ul style="list-style-type: none"> <li>• Site Manager to check all exterior windows, doors, locks and other access points to ascertain security.</li> <li>• Site Manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>• Site Manager to check all security systems for integrity and that they are in working order.</li> <li>• Business Manager to inform the Department for Education of the opening arrangements.</li> <li>• 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.</li> <li>• The Headteacher ensures the school reopens/continues only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	<p>LA/dfe guidance on re-opening school sites</p> <p>Check bubbles signs are kept in place and sanitiser filled up</p>	

		<ul style="list-style-type: none"> <li>• The Headteacher to identify which areas of the school may be used for school activity and communicates this to staff and pupils accordingly (currently all areas in use within bubbles)</li> <li>• Areas of the premises which remain closed are adequately secured and clearly identifiable.</li> <li>• The Site Manager and SBM arranges for any changes to the premises to be made in line with social distancing measures.</li> <li>• Signage</li> <li>• Staffroom, cups utensils etc – staff to wash their own after use</li> </ul>	Hand washing signs in toilets	
Gas / Electrical Supply, Heating, Ventilation and Water Systems	Staff and pupils in attendance at school	<ul style="list-style-type: none"> <li>• Site Manager checks that all mandatory inspections are up to date and if required arrange an inspection as soon as possible.</li> <li>• Relevant staff check that all phone and broadband connectivity is in working order.</li> <li>• Walkie Talkies must be charged and on at all times- Each class will have a responsible staff member for this.</li> <li>• Relevant staff adjust any thermostats to heat internal spaces and water ensuring a suitable stable temperature is reached before the school reopens.</li> <li>• Paper towels in use hand driers switched off</li> <li>• Material hand towels have been removed in staff bathrooms</li> <li>• All water systems are thoroughly flushed e.g. toilets, taps.</li> </ul>	LA/dfe guidance on re-opening school sites. Schedule in place for all servicing.	Low

		<ul style="list-style-type: none"> <li>All equipment that uses water is run through a cycle e.g. dishwashers and washing machines, to flush limescale and bacteria build up.</li> <li>All windows to be open at all times. Heating to be increased whenever needed. Children and staff can wear extra layers wherever needed. Ensure that children are not sat in direct drafts.</li> <li>Water butt for Y2 and Y4 for hand washing with bucket to enable hand washing to take place in classes without sinks</li> </ul>		
Fire Safety and Evacuation Routes	Staff and pupils in attendance at school	<ul style="list-style-type: none"> <li>J.Yeoman/S.Smith to check the alarm system to ensure it is in working order-Training to be offered from the alarm company.</li> <li>All fire extinguishers to be checked, replace where required.</li> <li>Headteacher and Health and Safety Officer 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.</li> <li>Headteacher and Health and Safety Officer to identify how social distancing measures are to be observed at evacuation points and communicates this to all staff and pupils.</li> <li>Please see guidance <a href="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">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</a>.</li> </ul>	Updated policy and procedures	Low
First Aid	Staff and pupils in attendance at school	<ul style="list-style-type: none"> <li>PPE (including gloves, aprons, face masks, screen) to be provided, replenish stock as required – Jo Hardiman Responsible for this NB: advice Face visors or shields should not be worn as an alternative to face coverings.</li> <li>The family room is the isolation room and will be staffed when required.</li> <li>Children who are isolated and waiting to go home should use the family room toilet.</li> <li>First Aiders will receive training on how to manage suspected cases (students / staff) with Covid-19</li> <li>Disposal of waste twice daily (lunch time and end of the day). Clinical bin to be provided in the room. (Normal bins for tissues to have lids re DfE Primary Guidance)</li> </ul>	<p>Ensure school has a stock of PPE, monitor stock levels and replenish when required.</p> <p>Staff briefed on First Aid procedures if someone develops symptoms.</p>	Medium

		<ul style="list-style-type: none"> <li>Enhanced cleaning of first aid areas on a daily basis, including the cleaning of touch points after each use.</li> <li>Hand and surface wipes, tissues etc to be put in all classrooms and offices.</li> </ul>		
Cleaning	Staff and pupils in attendance at school	<ul style="list-style-type: none"> <li>Deep clean to be completed prior to start of term and in the case of increased covid numbers.</li> <li>JY to arrange enhanced cleaning to be undertaken where required.</li> <li>Daytime clean of touchpoints, Charlotte and any rooms used by different year groups students/staff wipe the table/chairs after use and before using with the Clinell wipes. Regular use of wipes during the day.</li> <li>Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas – door handles, bannisters, taps.</li> <li>All areas that have been cleaned are checked to ensure they are safe to occupy.</li> <li>All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified- Tape in Headteachers office.</li> <li>Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary.</li> <li>Where practicable, PPE is available to members of staff who require it to carry out their role safely e.g. cleaners.</li> <li>Regular 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.</li> <li>Clear procedures for cleaning toilets including staff toilets throughout day.</li> <li>All classes to clinell wipes quick clean downs if necessary.</li> </ul>	<p>Cleaning and hygiene guidance (above)</p> <p>Cleaning capacity to support operating model</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking as necessary</p>	Low
Infection control and social distancing	Staff and pupils in		Posters in toilets to confirm year group bubbles and hand wash reminders	Medium

	attendance at school	<ul style="list-style-type: none"> <li>Students in Bubbles R+Yr1, Y2+Yr3, Yr4+Yr5+Yr6, toilet bubble use, eating in classrooms, R+Yr1 eat in Hall within bubble, 3 entrances used for bubbles.</li> <li>For travel in minibus staff to wear masks, all to use hand sanitiser before getting in minibus and students to sit in their bubbles</li> <li>Hand sanitiser point added next to the printers.</li> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>Staff to ensure that children enter and leave school promptly at their time.</li> <li>Visitors to the premises will complete a visitor form and be restricted to those needed in school advised before coming to school, deliveries to outside overseen to minimise numbers</li> <li>Parents to come to the office by invitation only.</li> <li>Visual aids are in use to display social distancing measures</li> <li>Posters in class and throughout school and outside to reinforce key messages</li> <li>Alcohol based hand sanitisers (over 70% alcohol) available around school, outside every classroom and every entrance to school and adequately stocked.</li> <li>Adequate amounts of sanitiser, soap, tissues, bins are available in the relevant areas and are adequately stocked.</li> <li>Hand and surface wipes, tissues to be placed in every classroom / office.</li> <li>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.</li> <li>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</li> <li>Staff pupil ratios will be maintained at all times</li> <li>Staff who display symptoms of Coronavirus are managed in line with government guidance and are sent home as soon as possible.</li> <li>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any</li> </ul>	<p>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.</p> <p><i>PPE policy</i> <i>Social distancing policy/guidance</i> <i>Hygiene procedures</i></p> <p><i>Bins are all pedal bins</i></p> <p>Floor markings or signs are used, where necessary to indicate any spacing e.g. where queues are likely to form.</p> <p>Everyone is encouraged to catch coughs and sneezes in a tissue and dispose of the tissue in a bin.</p> <p>Everyone is encouraged to wash their hands with soap or alcohol based sanitiser.</p> <p>Individual risk assessments have been carried out for the following staff members: JMcC, YS, and CB and all staff members over 60.</p>	
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		<p>alternative arrangements needed, where required. Individual risk assessments will be carried out for students who have medical needs.</p> <ul style="list-style-type: none"> <li>• Student(s) who display symptoms of Coronavirus will be assessed by a first aider and will wait in the Family Room with adult supervision to be collected by their parents- Separate entrance and exit to this room.</li> <li>• Where a member of staff must accompany or supervise a pupil showing symptoms, infection control procedures and social distancing arrangements are adhered to at all times.</li> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are to be cleaned up immediately using PPE at all times.</li> <li>• Headteacher to hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place if needed.</li> <li>• SLT to consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The Headteacher to ensure that the school can be adequately and safely staffed.</li> <li>• 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.</li> <li>• The Headteacher to communicate 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).</li> <li>• Clear rules for staff and children around social distancing and hygiene. Pupils explicitly taught this.</li> </ul>	Children have individual risk assessments which have been agreed with parents and the SENCO.	
Safeguarding & Wellbeing	Staff and pupils both at home	<ul style="list-style-type: none"> <li>• Headteacher, Deputy or SENCO will be on school site every day (all members of Safeguarding team)</li> <li>• Key telephone numbers of all available members of the Leadership Team to be provided to staff.</li> <li>• Headteacher and DSLs liaise with the necessary staff and parents to manage and address any new and ongoing</li> </ul>	Stress and anxiety may increase susceptibility to infection e.g.	Medium

	and in school	<p>safeguarding concerns relating to the temporary closure and / or school reopening. NSAT Management plan in place and will be followed if local outbreak happens.</p> <ul style="list-style-type: none"> <li>• DSLs to ensure that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>• Healthcare Plans and Individual Risk assessments should be readily accessible for staff – SBM and SENCo</li> <li>• Staff and pupil bereavement is managed in line with the Trust Bereavement Policy.</li> <li>• Ensure a record is kept of all staff on site on a daily basis.</li> <li>• Ensure regular contact with staff who are vulnerable for health reasons.</li> <li>• Follow normal procedures on administration of medication (See Guidance for Safeguarding Children and Young People with Medical Conditions in Schools)</li> <li>• See FAQs Safeguarding (coronavirus) and Addendum to Child Protection Policy Covid-19 school closure arrangements for Safeguarding &amp; Child Protection at school on website:</li> <li>• <a href="https://cyps.northyorks.gov.uk/covid-19">https://cyps.northyorks.gov.uk/covid-19</a>.</li> <li>• See Health &amp; Safety Guidance – Full or Partial School Closure <a href="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">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</a>.</li> <li>• Individual Risk Assessments to continue to be carried out for vulnerable staff.</li> </ul>	<p>lack of sleep, becoming run down, etc</p> <p>Individual Risk assessments for children with SEND</p> <p>Individual risk assessments have been carried out.</p>	
Communication	Staff and pupils both at home and in school	<ul style="list-style-type: none"> <li>• Up-to-date LA communications based on Government advice.</li> <li>• School's website to be kept up to date with any information regarding Covid related items e.g. dates and local arrangements-</li> <li>• Staff are informed about the relevant information regarding Covid changes, including any changes to the workday e.g. social distancing and procedures.</li> <li>• Staff are informed of who they can turn to for support (work commitments and workload, health, mental wellbeing) and</li> </ul>	<p>Updates to staff, parents and visitors and on the school website as necessary – use of bubbles, toilet allocations, use of 3 entrances for bubbles and eating in class bubbles.</p>	Low

		<p>there are several avenues they can follow e.g. line manager, other senior staff, colleagues.</p> <ul style="list-style-type: none"> <li>• All staff and pupils are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms.</li> <li>• Parents and pupils are contacted via email text message or telephone. All parents will be informed about the relevant information regarding reopening e.g. social distancing. Newsletters have been sent out and any Covid changes.</li> <li>• SBM to communicate with suppliers regarding school and reinstating or suspending the supply of any required goods.</li> <li>• Staff to be informed about the arrangements for meetings how these will be carried out in line with social distancing guidance.</li> <li>• All staff members' emergency contact details are up to date, including alternative emergency contact details, where required.</li> </ul>		
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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	<b>RE-EVALUATE Timings after first week to ensure that all children are in school for equal time-Share this with parents</b>	Jonelle Yeoman	Headteacher and SLT	12 <sup>th</sup> March	J.Yeoman	March 2020
3	Update Fire RA and Emergency Evac procedures with temporary changes	Jonelle Yeoman and Sue Smith	Headteacher and H&S officer	Before March 8 <sup>th</sup>	J.Yeoman	September 2021
4	Cleaning rota to be compiled–Cleaning and Updated Covid 19 Procedures	Allison Firth-	Facilities Manager	Before 8 <sup>th</sup> March	J.Yeoman	September 2021
5	Cleaning stock audit to take place and new ordering with Option Hygiene	Allison Firth	Facilities Manager	23/24 <sup>th</sup> February	A.Firth	March 2021
6	New facilities team to be inducted and trained in procedures and expectations	Allison Firth	Facilities Manager	4 <sup>th</sup> March	A.Firth	March 2021

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Additional control measures to reduce risks so far as is reasonably practicable		<b>Name</b>	<b>Position</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>
7	Monitor stock (soap, toilet rolls, alcohol gel) and PPE.	Jo Hardiman/ J.Busfield	SBM	Ongoing		
8	First Aid Training has been booked for all relevant staff members	Jonelle Yeoman	Headteacher DSL	March 2021	J.Yeoman	March 2021
9	Once agreed which students in school and rooms being used known agree and arrange layouts for social distancing.	Jonelle Yeoman, Katherine Marshall,	Headteacher, Deputy and SENCO	Before March 8th	J.Yeoman	7.3.20
10	Include in Staff Rota list of areas of possible congestion which need supervision and when, such as entrances and toilets- Sent to all staff via email.	Jonelle Yeoman, Katherine Marshall,	Headteacher, Deputy and SENCO	March 8th	J.Yeoman	7.3.20
11	Walkie Talkies to be given to each classroom to ensure that staff can keep in contact at any time. These will also be used in-case of a fire/lockdown.	Jonelle Yeoman	Headteacher	March 8th	J.Yeoman	7.3.20
12	All staff updated with current Covid plan on the 1 <sup>st</sup> Day of term and following	Jonelle Yeoman/Joanne Busfield	Headteacher, Business Manager	6 Sept 21	JNY/JEB	6.9.21
13	Updated RA with changes back into R+Yr1, Yr2+Yr3, Yr4+Yr5+Yr6 Bubbles, lunch in classrooms, R+Yr1 bubble eat in the Hall, Reduced visitors to those needed in school with checks in place	Jonelle Yeoman/Joanne Busfield	Headteacher, Business Manager	8 Nov 21	JNY/JEB	8.11.21
14	Masks to be worn by adults in communal areas	J.Yeoman	Headteacher	28.11.21	JY	28.11.21

### 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

-SLT will share this risk assessments with all staff members.

-Government update 28.11.21- Text message sent from the Headteacher to all staff members to update on the use of face masks in communal areas.

Scheduled date of next review	Are there any changes to the activity since the last review?	Signature of manager	Date of review
Minimum annually, or if there are any significant changes, or following an incident or near miss	Clarify that all the controls are still in place and how monitored on a regular basis		
Monday, 1 <sup>st</sup> November 21	Bubbles no longer in use and meals back in the Hall. Current Guidelines being followed with NSAT Management Plan in Place.	JEB	24.9.21