



*Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.*

**RISK ASSESSMENT FOR:**

Opening schools to vulnerable pupils and the children of critical workers: January 2021

**Establishment:**

Rokeby Park

**Assessment by:**

Claire Smith

**Date:**

Sunday 24<sup>th</sup> January 2021

**Staff colour code:**

Claire Smith - Headteacher  
Amy Gawthorpe – Assistant Head  
Kate Wilde – Assistant Head  
Sally Chaytor – DSL/SBM/H&S  
Colin Young – Site Supervisor  
Rosie Driscoll – KS1 Phase Lead  
Kerry Clark – KS2 Phase Lead  
Vic Hone – Trust Site Manager

**All staff**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by he?	RAG
<b>Maintaining social distancing with pupils</b>	<b>Staff, pupils</b> Exposure to virus through coughing, sneezing, physical contact  The risk of spreading the virus is greater if social distancing of 2m is not maintained	Class bubbles of around 15 pupils, ideally smaller. Once groups are defined, pupils must remain in these groups to minimise contact and mixing.  Separate toilet facilities allocated to groups.		CS/AG/KW/S C	06.01.21	
		Identify the maximum number of pupils each classroom can safely accommodate and set up the maximum capacity of each cohort  Capacity signage on each classroom and must not be breached		CS  CS	06.01.21  25.01.21	
		EYFS groups must not exceed EYFS ratio of 1:13		CS	06.01.21	
		No assemblies, performances, productions etc... Communicate this to all staff		CS	ongoing	
		Markings / signage in place in corridors to control movement.		SC	ongoing	
		Each group is taught in the same room with the same adults where possible. No mixed sets / phonics groups etc.		CS	06.01.21	
		Where possible pupils are seated 2m apart with specified, labelled seats for each pupil and desks facing forward.		CS  <b>All staff</b>	06.01.21	
		Timetabled staggered breaks/ outdoor play and designated areas for bubbles		KW	ongoing	

	Education of pupils in place to reinforce social distancing during breaks		CS/AG/KW/R D/KC <b>All staff</b>	ongoing	
	Lessons taught outside when possible		<b>All staff</b>	ongoing	
	Markings for sitting on carpet or avoid carpet time (not cushions or soft furnishing)		Teachers	06.01.21	
	Revised arrangements in EYFS to maintain pupil groupings / ratios		AG	06.01.21	
	School meals delivered to classrooms (left outside) to maintain social distancing		SC	ongoing	
	Updated information document created for parents and communicated to them so they understand social distancing measures/health and safety/routines throughout day and all changes that have been implemented.		CS	w/c 11.01.21	
	Revisit Power point for pupils to explain social distancing from TA.		CS	w/c 11.01.21	
	All staff to wear face coverings in communal adult areas of the school. All staff have been supplied with face coverings, plastic bags for storage and information on the safe use of face coverings i.e. how to put on and take off and hand washing etc.		CS	ongoing	
	In line with government guidelines, the expectation of the Trust is that all staff working in the Catering department will wear facemasks when preparing and serving food. Those staff with a medical exemption will be expected to wear a visor		SC	ongoing	

<b>Maintaining social distancing with staff</b>	<b>Staff, pupils</b> Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources	Virtual meetings rather than face to face held, even if staff are on site. Where this is not possible, social distancing observed in meetings – communicate to all staff.  All staff should minimise time spent within 1 metre of anyone and avoid close face to face contact  All staff to maintain records of any instances of close contact with other staff or pupils.		CS	ongoing	
		All office space / PPA rooms / staffrooms etc... are set up for social distancing with maximum capacity limits		CS/SC	ongoing	
		Staff to work at home during PPA time		CS	ongoing	
		School buildings closed early where possible.				
		Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place		SC/CY	ongoing	
		No use of shared mugs, glasses, cutlery etc... CS to communicate to all staff		CS	ongoing	
		Staff can operate across different classes and year groups to facilitate the timetable but should try and keep their distance from pupils and other staff as much as possible (2 metres)		CS	ongoing	
		Staff working with older children should teach from the front of the class as much as possible, ideally at a distance of 2 metres from pupils.  For Key Stage 2, seating plans are in place for all lessons, including interventions. Pupils remain in identified seats for as many lessons as practical.		All Staff	ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>

<b>Maintaining social distancing with parents / visitors</b>	<b>Staff, pupils, visitors, parents</b> Exposure to virus through coughing, sneezing, physical contact  The risk of spreading the virus is greater if social distancing of 2m is not maintained	Only one parent/carer to bring pupils to school		CS	ongoing	
		Markings and signage on school drives / entrances to school buildings to encourage maintenance of social distancing		SC/CY	ongoing	
		'One in, one out' arrangement in place for visitors to school reception area with 2m spaced queue outside – if necessary  Parents not on site without prior arrangement and only when absolutely essential		SC	ongoing	
		Hand sanitizer available at school reception entrance for all visitors		SC	ongoing	
		Visitors to school kept to a minimum with only essential personnel on school site		CS/SC <b>Admin Staff</b>	ongoing	
		Arrangements in place for telephone, email or virtual meetings with parents rather than face to face (however brief) communicate to all staff		CS	ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Contamination of equipment or resources</b>	<b>Staff, pupils</b> Exposure to virus through contaminated	All soft furnishings and resources which can't be disinfected are removed from classrooms / shared areas and stored out of sight		<b>All staff</b>	06.01.21	

equipment or resources	All children provided with labelled, personal set of basic equipment		<b>All staff</b>	ongoing	
	All shared equipment removed from desks and stored out of sight		<b>All staff</b>	ongoing	
	Limit use of shared resources, including outdoor equipment, and avoid sharing equipment between different groups of pupils unless disinfected		<b>All staff</b>	ongoing	
	All equipment that has been used is cleaned / disinfected daily or between users by staff in school		<b>All staff</b>	ongoing	
	Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels		<b>SC</b>	ongoing	
	No resources, work to be sent home (no reading books to be sent home). Pupils to minimise personal belongings being brought into school. Nappies to be sent in unopened pack and left at school. Supply of change of clothes to be left at school – school to wash if necessary. Child to have own named water bottle and to be left at school (water bottles must be cleaned regularly).		<b>All staff</b>	06.01.21	
	Pupils packed lunches in plastic containers that can be easily wiped. Children to carry their own packed lunches. Staff to wash hands immediately after helping child with packed lunches		<b>All staff</b>	06.01.21	
	Reading books stored in classrooms not shared areas to reduced number of different pupils accessing them.		<b>AG/RD/KC</b>	06.01.21	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	RAG
		Additional hours allocated to cleaning, including provision for cleaning during the school day		SC	ongoing	
<b>Spread of virus due to hygiene issues</b>	<b>Staff, pupils</b> Risk of spreading virus due to lack of handwashing Risk of spreading virus through contamination of surfaces	All pupils/staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day		AG/KW <b>All staff</b>	ongoing	
		Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc...		SC/CY	ongoing	
		Stocks of handwashing equipment monitored weekly to maintain appropriate levels		SC	ongoing	
		Additional hand sanitizer available in all classrooms		SC/CY	ongoing	
		Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative.		<b>All staff</b>	ongoing	
		Alert premises staff of any risks that emerge during the day in toilets etc.		CS <b>All staff</b>	Ongoing	

		Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs – written procedure in place and discussed with staff (additional cleaning to be done by caretaker, teachers and support staff to wipe down surfaces and resources i.e. key boards etc. using disinfectant spray or anti-bacterial wipes as they feel necessary).  Wipes and hand washing reminder at photocopier		SC/CY	Ongoing	
		Tissues readily available (minimum of two boxes) – pupils trained to ‘catch it, bin it, kill it’. Lidded bins emptied twice daily.  Disinfectant spray and wipes located in classrooms  Potentially infected waste is double bagged.		SC/CY	ongoing	
		‘Deep clean’ for rooms that have been used at end of each day.		SC/CY	ongoing	
		All rooms well ventilated with windows / doors opened (fire regulations permitting)		All staff  CY	ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Lack of staff to teach / supervise pupils due to high staff absence</b>	<b>Pupils</b>  Lack of supervision  Risk of spreading virus if strict pupil grouping is not adhered to	Identify staff who are available to work in school		CS	05.01.21	
		All staff inform line manager by 7am if they will be unable to attend work due to illness, self-isolating etc.		CS	ongoing	
		Pre-arranged plan to provide cover staff		CS	05.01.21	
		No splitting of a group between other classes to enable cover		CS  All staff	ongoing	



		Inform parents to keep pupils in the affected group at home if needed		CS	ongoing	
		All staff and parents informed that the school expects engagement with the NHS Test and Trace Process, including booking a test if they display symptoms and self-isolating if required (see below)		CS <b>All staff</b>	ongoing	
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	RAG
<b>Pupils / staff becoming ill with symptoms whilst on site</b>	<b>Pupils/Staff/Families</b> High risk of infection if exposed	Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT Clear written guidance for staff		CS	ongoing	
		Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use)		SC	ongoing	
		PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical mask) – Clear written procedure in place for use of PPE and disposal of potentially infected waste for all staff		SC	Ongoing	
		Parents are contacted promptly to collect pupils with symptoms – written procedure in place and communicated to staff		CS	Ongoing	
		Staff with symptoms sent home – written procedure in place		CS	Ongoing	
		Staff / pupils access testing promptly and school is informed of results if positive. <b>Where the child, young person or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days</b> or to access testing		CS	ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	RAG
		Additional training provided on the use of PPE		VH	01.06.20	
<b>Pupils / staff displaying symptoms at home</b>	<b>Pupils / Staff / Families</b> High risk of infection if exposed	Staff / pupils who display symptoms must not attend school		CS	Ongoing	
		Anyone displaying symptoms is advised to self-isolate <b>for 10 days</b> . Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils		CS	Ongoing	
		Anyone living with someone who displays symptoms advised to self-isolate <b>for 10 days</b> . Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils.		CS	Ongoing	
<b>Manage confirmed cases of COVID-19 in school community</b>	<b>Staff, pupils, families</b> High risk of transmitting and spreading virus	Maintain records of staff and pupils in each bubble.		SC/ <b>Admin staff</b>	ongoing	
		Take swift action if made aware that someone in school community has tested positive for COVID-19		CS/SC	ongoing	
		Contact local health protection team		CS/SC	ongoing	
		Identify all members of school community who have been in close contact with the person who has tested positive (close contact = face to face within 1 metre / being coughed on, proximity contact 1-2 metres for more than 15 minutes / travelled in small vehicle eg: car. with infected person		CS/SC	ongoing	

		If advised by health protection team, send home all members of school who have been in close contact and advise to self-isolate for 10 days		CS/SC	ongoing	
		Act on advice from local health protection team if 2 or more cases are confirmed within 14 days and implement additional actions if advised.		CS/SC	ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	<b>Staff</b> Risk of infection due to exposure to bodily fluids or physical contact	Identified room(s) for managing intimate care		CS	ongoing	
		PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn).		CS	ongoing	
		Daily checks of room and equipment in place to maintain hygiene and supply of PPE		<b>All Staff</b>	ongoing	

		Waste and used PPE is disposed of daily Disposal of hazardous waste procedure communicated to staff		SC	ongoing	
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<b>Risk of exposure when working with some pupils with SEND or behaviour issues (eg: spitting, restraining etc...)</b>	<b>Staff / pupils</b>  Risk of infection due to exposure to bodily fluids or physical contact	Potential pupils identified in school and personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.		AG/KW	ongoing	
		Review school behaviour policy		CS	ongoing	
		Risk assessment completed for all pupils with EHCP who are not attending school		KW	11.01.21	
		Specialists, therapists, clinicians and other support staff for pupils with SEND can be used. Contact prior to visits to ensure they understand social distancing requirements of school.  Maintain a record of all visitors into school and ensure social distancing.		KW  KW/Admin staff	ongoing	
		Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks.		KW	ongoing	
What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	RAG
<b>High risk staff / pupils</b>	<b>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</b>	Identify staff who are clinically extremely vulnerable /clinically vulnerable – clinically extremely vulnerable staff should not attend school		CS	ongoing	
	<b>Clinically vulnerable staff / pupils</b>	Identify pupils who are clinically extremely vulnerable / clinically vulnerable - clinically extremely vulnerable pupils should not attend school		AG/KW	Ongoing	

	Higher risk of complications from the virus	Pupils who live in a house with someone who is clinically extremely vulnerable should only attend if stringent social distancing measures can be in place (assess risk case by case)		AG/KW	Ongoing	
		Clinically vulnerable (staff) individuals (those with defined pre-existing conditions) should socially distance from other staff and pupils – updated risk assessments in place		CS	11.01.21	
		Individual concerns discussed for those members of the school community who may feel additionally vulnerable to review measures that are in place (eg: those who were previously shielding or living with someone who is vulnerable, those from Black, Asian and Minority Ethnic backgrounds or those with certain conditions)		CS/KW/AG	ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Deliveries</b>	<b>Staff</b> Risk of exposure to virus through deliveries	All deliveries to specified location and procedure communicated to distributors etc.		SC	ongoing	
		Packages wiped down, gloves worn and hands washed (after handling) when unpacking deliveries		SC <b>All Staff</b>	Ongoing	
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Transport to school</b>	<b>Pupils</b> Risk of exposure for pupils travelling on mini buses / school buses / public transport	Parents / pupils encouraged to walk or cycle if possible – communicate to parents  Follow <a href="#">‘Coronavirus (COVID-19) safer travelling guidance for passengers</a>		CS	ongoing	

<b>Mental health and wellbeing</b>	<b>Staff / Pupils / Families</b>	Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs		AG/KW	ongoing	
	Impact on emotional health and wellbeing.					
	Anxiety, depression.	Information sent to parents with sources of support for mental health and wellbeing		AG	ongoing	
	Absence.			<b>All Staff</b>		
		Ongoing wellbeing support for staff and support from Educational Psychologist / counselling services when needed.		CS	ongoing	
		Staff teams in place with allocated responsibilities for teaching in school, planning and resourcing for learning in school and at home.		CS	06.01.21	
		All staff have allocated lunch breaks		CS	ongoing	
		Staff to leave school as soon as possible after children have left				
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>RAG</b>
<b>Emergency evacuation</b>	<b>Staff / Pupils</b>	Revised emergency evacuation plans in place, including assembly points with social distancing arrangements		SC	ongoing	
	Increased risk of exposure during emergency evacuations					
<b>Safeguarding</b>		Review and update Safeguarding and CP policy to ensure appropriate for lockdown period		SC/AG	w/c 11.01.21	
<b>Health and Safety</b>	<b>Healthy and safety and compliance checks up to date.</b>	School has not closed over the lock down period. All checks are up to date H&S risk assessment has been completed		CS	ongoing	
<b>Educational Visits</b>	<b>Staff / Pupils</b>	Overnight and overseas educational visits will not take place		CS	ongoing	
	<b>Wider risk of exposure to virus</b>					

		No non overnight educational visits will go ahead		CS	ongoing	
Sport, PE and extra-curricular provision	Staff / Pupils Wider risk of exposure to virus	No extra-curricular clubs to take place. Review Feb 2021	Individual risk assessments completed for all extra-curricular clubs to include a consideration of COVID-19 protective measures	CS/EC	Feb 2021	
			Maintain social distancing arrangements for collection from after school activities. Review situation end of Feb 2021	CS/EC	Feb 2021	
		Breakfast and after school club organised so that pupils stay in class or family bubbles. Procedures in place for the organisation of breakfast and after school clubs.		CS	ongoing	
		Ensure equipment is thoroughly cleaned or stored for 48 hours between use by other groups.			ongoing	
		Outdoor sports and game are prioritised. Indoor activities ensure maximum space between pupils.		All staff	ongoing	
		Contact sports are not permitted.		All staff	ongoing	

**Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return**