



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 all pupils: Monday 6th September 2021

Establishment:

Rokeby Park

Assessment by:

Claire Smith

Date:

Friday 3rd September 2021

Staff colour code:

Claire Smith - Headteacher

Kate Wilde – Assistant Head

Sally Chaytor – DSL/SBM/H&S

Colin Young – Site Supervisor

Rosie Driscoll – KS1 Phase Lead

Kerry Clark – KS2 Phase Lead

Charlie Heaton – EYS 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 when?	RAG
Minimise contact between individuals and maintain social distancing with pupils	Staff, pupils Exposure to virus through coughing, sneezing, physical contact The risk of spreading the virus is greater when large groups of people come into contact with each other	Meals are served in Covid compliant dinner hall		Catering staff SC	08.09.21 ongoing	
		Limited performances, productions etc...		CS	ongoing	
		Lessons taught outside when possible		All staff	ongoing	
		To help manage a COVID-19 outbreak within the school further actions will be considered when either of the following thresholds are met: <ul style="list-style-type: none"> • There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period • 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period Outbreak management plan will be introduced following advice from Public Health.	Communicate actions/protective measures with pupils, parents and staff when necessary.	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	
		Appropriate signage regarding good hygiene will remain in place		CY	ongoing	
		Pupils regularly wash/sanitize hands		All staff	ongoing	
		Tissues and bins available for Catch it, Bin it, Kill it.		All staff	ongoing	
Minimise contact between individuals and maintain social distancing with staff	Staff, pupils Exposure to virus through coughing, sneezing, physical contact, shared	If possible meetings are held online rather than face to face. Where this is not possible, social distancing observed in meetings. All staff are encouraged to socially distance and wear a mask in busy communal areas i.e. staff room	Reminder sent to staff	CS All staff	ongoing	

	equipment or resources	Staff advised not to share mugs, cutlery etc.		CS	ongoing	
		Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place in all rooms		SC/CY	Sept 2021 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
Minimise contact between individuals and maintain social distancing with parents / visitors	Staff, pupils, visitors, parents Exposure to virus through coughing, sneezing, physical contact The risk of spreading the virus is greater if social distancing of 2m is not maintained	Parents asked to socially distance and not to come into school without an appointment. Any contact with staff to be done via email, phone etc. unless face to face meeting is needed. Face to face meetings to be held outside when possible.	Reminder sent to parents	CS	ongoing	
		Visitors into school kept to a minimum and all visitors must wear masks. Meetings with visitors held outside if possible.		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	Reminder sent to parents	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 Admin Staff	ongoing	
		Arrangements in place for telephone, email or virtual meetings with parents rather than face to face (however brief) communicate to all staff	Reminder to staff	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
	Staff, pupils	All equipment that has been used is cleaned / disinfected daily or between users by staff in school		All staff	ongoing	

Contamination of equipment or resources	Exposure to virus through contaminated equipment or resources	All pupils and staff engage in regular and frequent handwashing, especially before eating and after playtimes.		All staff	ongoing	
		In Early Years specific equipment cleaned as part of good hygiene practices.		CH	ongoing	
		IPads/laptops/computers wiped after use.		All staff	ongoing	
		Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels		SC	ongoing	
		Additional hours allocated to cleaning, including provision for cleaning during the school day		SC	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
Spread of virus due to hygiene issues	Staff, pupils 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		CS All staff	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. Ensure supervision of hand sanitizer use to avoid ingestion.		SC/CY	ongoing	
		Young 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.		All staff	ongoing	
		Alert premises staff of any risks that emerge during the day in toilets etc.		All staff	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). Ventilation in rooms regularly monitored through use of CO2 monitors. Actions in place to address any identified ventilation issues.		All staff CY	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
Lack of staff to teach / supervise pupils due to high staff absence	Pupils Lack of supervision	All staff inform Headteacher by 7am if they will be unable to attend work due to illness, self-isolating etc.		All staff	ongoing	
		Staff access testing promptly to identify accurately when they can return to work		All staff	ongoing	
		Staff encouraged to carry out twice weekly LFD tests.		All staff	ongoing	
		Pre-arranged plan to provide cover staff		CS	ongoing	

		Inform parents to keep pupils in the affected group at home if advised by Public Health	Information sent to parents if advised by public health	CS	Sept 2021	
		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 All staff	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
Pupils / staff becoming ill with symptoms whilst on site	Pupils/Staff/Families 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. Parents advised school expect engagement with PCR testing if necessary. Parents reminded that if contacted by NHS Test and Trace they should book a PCR for child.		CS/SC	Ongoing	
		Staff with symptoms sent home – written procedure in place		CS/SC	Ongoing	

		Staff / pupils access testing promptly and school is informed of results if positive. Where the child, young person or staff member tests positive, they must self-isolate for 10 days. Other members of the household do not need to self-isolate but should take a PCR test ASAP.	Communicate new advice to staff	CS	Sept 2021 ongoing	
		Close contacts - children not displaying symptoms and double vaccinated staff should continue to attend school.	Information given to staff	CS	Sept 2021 ongoing	
		To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met: <ul style="list-style-type: none"> • There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period • 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period 	Covid outbreak management plan in place	CS	Sept 2021 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
Pupils / staff displaying symptoms at home	Pupils / Staff / Families High risk of infection if exposed	Staff / pupils who display symptoms must not attend school	Communicate to parents and staff	CS	Sept 2021 ongoing	
		Anyone displaying symptoms is advised to self-isolate for 10 days and book a PCR test. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils		CS/SC	ongoing	
		Anyone living with someone who displays symptoms advised to book a PCR test. Close contacts - children not displaying symptoms and double vaccinated staff should continue to attend school.		CS/SC	ongoing	

Manage confirmed cases of COVID-19 in school community	Staff, pupils, families High risk of transmitting and spreading virus	Maintain records of staff and pupils in each class.		SC/Admin staff	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 if 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period or 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period		CS/SC	ongoing	
		Responsibility for close contacts will be that of NHS Test and Trace in the case of a reported positive case. Pupils who have been in contact with a positive case are not be required to self-isolate and should continue to attend school. Staff who are fully vaccinated can still attend work.		CS/SC	ongoing	
		Act on advice from Public Health if 5 or more cases are confirmed within a class and implement actions from Covid outbreak management plan		CS/SC	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
Exposure to virus when managing intimate care needs / first aid of pupils	Staff 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).		SC	ongoing	

		Daily checks of room and equipment in place to maintain hygiene and supply of PPE		All Staff	ongoing	
--	--	---	--	------------------	---------	--

		Waste and used PPE is disposed of daily Disposal of hazardous waste procedure communicated to staff		SC	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
Risk of exposure when working with some pupils with SEND or behaviour issues (e.g. spitting, restraining etc...)	Staff / pupils 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.		KW	Sept 2021 ongoing	
		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 Admin staff	Sept 2021 ongoing	
		Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks.		KW	Sept 2021 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
High risk staff / pupils	Clinically extremely vulnerable staff / pupils with pre-existing medical conditions. Clinically vulnerable staff / pupils	Identify staff who are clinically extremely vulnerable /clinically vulnerable		CS	Sept 2021 ongoing	
		Individual risk assessments completed for CEV, CV staff to ensure measures in place to support staff and minimise risks		CS	Sept 2021 ongoing	
		Identify any CEV pupils who are under the care of a specialist health professional and complete individualised risk assessment in consultation with that professional.		KW	Sept 2021 ongoing	

	Higher risk of complications from the virus	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	Sept 2021 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
Deliveries	Staff 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 All Staff	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
Transport to school	Pupils 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 ‘Coronavirus (COVID-19) safer travelling guidance for passengers		CS	Ongoing	
		Pupils travelling on transport in consistent groups. Use appropriate hand hygiene when arrive at school.		Transport provider	ongoing	
Mental health and wellbeing	Staff / Pupils / Families Impact on emotional health and wellbeing. Anxiety, depression. Absence.	Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs		KW	ongoing	
		Information sent to parents with sources of support for mental health and wellbeing as needed		KW All Staff	ongoing	

		Ongoing wellbeing support for staff through check ins with SLT and support from counselling services if needed.		CS/KW/RD/K C	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
Emergency evacuation	Staff / Pupils Increased risk of exposure during emergency evacuations	Revised emergency evacuation plans in place, including assembly points with social distancing arrangements. Regular fire drills in place (termly).		SC	Sept 2021 ongoing	
Safeguarding		Review and update Safeguarding and CP policy as necessary to ensure appropriate for any lockdown period		SC/CS	Sept 2021 ongoing	
Health and Safety	Healthy and safety and compliance checks up to date.	School has not closed over the lock down period. All checks are up to date H&S risk assessment has been completed		CS	ongoing	
Educational Visits	Staff / Pupils Wider risk of exposure to virus	Overnight and overseas educational visits will not take place		CS	ongoing	
		Non overnight educational visits can go ahead. A full risk assessment must be completed, including consideration of Covid-19 protective measures during transport and at the destination. All risk assessments must be approved by the Headteacher before booking trips.		CS	ongoing	
Sport, PE and extra-curricular provision	Staff / Pupils Wider risk of exposure to virus	Consistent groups planned for after school clubs.		CS/EC	Sept 2021 ongoing	
		Parents encouraged to maintain social distancing arrangements for collection from after school activities.		CS/EC	Sept 2021 ongoing	

		Children wash hands regularly and sports/PE equipment cleaned regularly.		All staff CY	ongoing	
		Breakfast and after school club running with small consistent groups.		CS/SC	ongoing	
		Pupils attending breakfast and after school club wash hand regularly and particularly before eating.		Breakfast/after school club staff	ongoing	
		Breakfast and after school club staff ensure equipment is regularly cleaned.		Breakfast/after school club staff	ongoing	

Risk assessment to be regularly reviewed