



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:**

Living with Covid – February 2022

**Establishment:**

Rokeby Park

**Assessment by:**

Claire Smith

**Date:**

Thursday 24<sup>th</sup> February 2022

**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

Amy Gawthorpe – 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
<b>Minimise contact between individuals and maintain social distancing with pupils/staff/parent/visitors</b>	<p><b>Staff, pupils</b></p> <p>Exposure to virus through coughing, sneezing, physical contact, shared resources</p> <p>The risk of spreading the virus is greater when large groups of people come into contact with each other</p>	<p>To help manage a COVID-19 outbreak within the school further actions will be considered when either of the following thresholds are met:</p> <ul style="list-style-type: none"> <li>• There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period</li> <li>• 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period</li> </ul> <p>Outbreak management plan will be introduced following advice from Public Health.</p>	Communicate actions/protective measures with pupils, parents and staff when necessary.	CS	ongoing	
		<p>Anyone who displays symptoms must not attend school.</p> <p>Public Health advice is that anyone displaying any of the three main symptoms of Covid 19 should have a PCR test and self-isolate and avoid contact with others.</p>		CS/SC	ongoing	
		<p>Appropriate signage regarding good hygiene will remain in place</p>		CY	ongoing	
		<p>Anyone in school should regularly wash/sanitize hands</p>		<b>All staff</b>	ongoing	
		<p>Tissues and bins available for Catch it, Bin it, Kill it.</p>		<b>All staff</b>	ongoing	
		<p>Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place in all rooms.</p>		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

<b>Spread of the virus through contamination of equipment or resources</b>	<b>Staff, pupils</b> Exposure to virus through contaminated equipment or resources	All pupils and staff engage in regular and frequent handwashing, especially before eating and after playtimes.		<b>All staff</b>	ongoing	
		In Early Years specific equipment cleaned as part of good hygiene practices.		AG	ongoing	
		IPads/laptops/computers wiped after use.		<b>All staff</b>	ongoing	
		Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels		SC	ongoing	
		Cleaning to take place twice a day		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>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 and before eating, after sneezing or coughing and at regular times throughout the day		CS <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. 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.		<b>All staff</b>	ongoing	
		Alert premises staff of any risks that emerge during the day in toilets etc.		<b>All staff</b>	Ongoing	

		Cleaning during school day – paying particular attention to door handles, banisters, light switches, sinks, toilets  Wipes and hand washing reminder at photocopier		SC/CY	Ongoing	
		Tissues readily available – 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	
		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	
<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	All staff inform Headteacher by 7am if they will be unable to attend work due to illness, self-isolating etc.		<b>All staff</b>	ongoing	
		Staff access testing promptly to identify accurately when they can return to work		<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>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.  Parents advised school expect engagement with PCR testing if necessary.		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. <b>Where the child, young person or staff member tests positive, they should self-isolate and take LFD tests during day 5 and 6. Other members of the household do not need to self-isolate.</b>	Communicate new advice to staff	CS	Feb 2022 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"> <li>• There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period</li> <li>• 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period</li> </ul>	Covid outbreak management plan in place	CS	Sept 2021 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>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	Communicate to parents and staff	CS	Sept 2021 ongoing	
		Anyone displaying symptoms is advised to self-isolate 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	
<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 class.		SC/Admin staff	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	
		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	
<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>Staff</b>	Identified room(s) for managing intimate care		CS	ongoing	

<b>Exposure to virus when managing intimate care needs / first aid of pupils</b>	Risk of infection due to exposure to bodily fluids or physical contact	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	
<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>Risk of exposure when working with some pupils with SEND or behaviour issues (e.g. 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.		KW	Sept 2021 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>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		CS	Sept 2021 ongoing	
	<b>Clinically vulnerable staff / pupils</b>	Individual risk assessments completed for CEV, CV staff to ensure measures in place to support staff and minimise risks		CS	Sept 2021 ongoing	

	Higher risk of complications from the virus	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	
		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	
<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> 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 <b>All Staff</b>	ongoing	
		Ongoing wellbeing support for staff through check ins with SLT and support from counselling services if needed.		CS/KW/RD/KC	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>Safeguarding</b>		Review and update Safeguarding and CP policy as necessary to ensure appropriate for any lockdown period		SC/CS	Sept 2021 ongoing	
<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	

**Risk assessment to be regularly reviewed**