

Academy	Rowley Park Academy	Risk Assessment Author:	Annika Beaumont
Assessment	Additional pupils on school site from w/b 15 June 2020	Date:	5.6.2020
Next Review Date:	As deemed necessary as per Government / PHE / DfE / Trust	Version	V2.0
Who could be harmed	Trust pupils and families	Level of Overall Risk (H/M/L)	Calculated by - Total Risk Rating Score / Number of Factors

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Individual school context Measures	Likelihood (1 to 5)	Severity (1 to 5)	New Risk Rating
1	Diagnosed with coronavirus	Pupil infected with COVID-19	3	3	9	Medium	Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines	Rowley will follow government guidelines and communicate these clearly with parents. 14 days isolation for whole group and staff if case diagnosed when school has been attended.	3	4	12
2	Fitness to attend	Due to an existing health condition a pupil or families that are considered vulnerable and should not be at work as per government guidance An pupil is showing symptoms of coronavirus	5	5	25	High	All pupils who are deemed vulnerable would have received communication from the government advising them they are in the shielding programme and should be isolated in their own homes for a period of 12 weeks (from the date of the letter) If a pupil is known to be this category and arrives at school they must be sent straight home. If a pupil is showing symptoms of coronavirus they should be sent home and told to follow government advice that they should self-isolate for a period of 7 days and anyone else in their household should self-isolate for a period of up to 14 days. Children should access testing and can return after a negative test result.	Rowley will follow government guidelines and communicate these clearly with parents. 14 days isolation for whole group and staff if case diagnosed when school has been attended. Children will not be able to be in school if unwell, showing signs of illnesses at home or school. Parents will be asked to notify school as per school policy. Administering medication will be decided on case by case - TA/First aider to administer/guide children	3	5	15
3	Living with a person who is self-isolating, a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.	Due to living in the same household as someone with an existing health condition and is considered vulnerable as per government guidance	4	5	20	High	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing. For young children, they should not be in school as they cannot socially distance.	Children who lives with a person who is shielding based on medical advice will be sent home if they arrive at school. Rowley are young rec and yr 1 so will not attend. Clear communication with parents required	3	5	15
4	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst travelling to school	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	5	20	high	Pupils should be encouraged to walk to school where possible. Pupils should avoid travelling to school on public transport where possible. Pupils should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise (i.e. a sibling) Drop-off times and collection times should be staggered. On arrival all pupils to use alcohol based hand sanitizer / washing stations at the entrance to the building.	Children that have to use public transport will be sign posted to the government guidance face masks/removed by parent when arrives at school. Each group to be provided with a drop off and collection time to be adhered to. Hand sanitiser to be available on entry points. Children will be accompanied by 1 adult unless a single parent of another child - may bring sibling but advised to adhere to social distancing rules/separate time given. Approx 5 children come on bus	3	5	15
5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - entering school building	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	4	16	high	Pupils are to use designate building entrances. Access classrooms directly from the outside where possible. If they have to enter the school building, or queue to enter any part within, then adequate signage must be displayed showing 2 metre intervals such as distance posts or floor markings.	Each group to be provided with a drop off and collection time/entry point. Using - Reception door, ks 1 door and ks 2 door straight into classrooms. Children will enter at school gates/no parents past this point. Images to promote the rules and social distancing cues in sight on school fence. Children accompanied by 1 adult unless a single parent. Hand sanitiser/cleansing stations available on entry.	3	4	12
6	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - staircases, lifts, pedestrian routes	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Only use lifts as a last resort - ensuring trained staff are available to assist those using (mobility difficulties). Implement one way systems on staircases if it permits- ensure handwashing before and after touching handrails. Zoning to be considered to keep pupils in the same area. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation Where possible consider one-way circulation	Implement a one way system/floor markings for children and staff to follow. Doors to be propped open in rooms deemed appropriate when opening up - CB. No children unsupervised even for toileting - toilet breaks altogether. No need for lift or stairs to be used by children. Children will only leave their bubble(inside/outdoor space) to go to the toilet.	3	4	12

7	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - classrooms	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Pupils to be limited to a maximum of 10 per class.</p> <p>Remove all soft furnishings and soft toys, including any resources that cannot be easily washed/ wiped down.</p> <p>Pupil should only use their designated classroom and should not enter any other classroom for any reason.</p> <p>Handsanitizer to be provide at the entrance of each classroom to be used on entry and exit by all pupils and staff.</p> <p>Pupils should use the same desk each day if they attend on subsequent days</p> <p>All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Where possible all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Use outdoor space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p>	<p>Pupils to be limited ,max of 10 children if numbers allow.</p> <p>CB to remove all soft furnishings and soft toys from identified classrooms/spaces and store safely away from children.</p> <p>Work spaces to be labelled and children to be provided with their own stationary packs/desk draw for storage.</p> <p>Each group to be allocated their own outdoor area for play and outdoor education opportunities - communicate with staff.</p> <p>Each classroom to be provided with lidded bins, hand sanitiser, soap, anti-bacterial cleaning supplies/wipes for use throughout the day.</p> <p>CB to wipe down tables at lunchtimes/door handles regularly</p> <p>Outside doors will be open where safeguarding allows - nursery, reception.</p>	3	5	15
8	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using - eating and drinking facilities	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Lunchtimes to be staggered so children are not moving around the school at the sametime and there are limited groups in the dining hall at the sametime.</p> <p>Children should clean or sanitize their hands before entering and enter in the groups they are already in.</p> <p>Allow sufficient time for cleaning before each class / group enters the dining hall.</p> <p>Same LSA/ MSA to be used by each class on subsequent days.</p> <p>If such measures are not possible children should be brought their lunch in their classrooms.</p>	<p>Dedicated outdoor space to be used by groups.</p> <p>Meals will be grab bag/packed lunches delivered outside the classroom door</p> <p>Children to hand wash in their classrooms before eating.</p> <p>Children to remain with same staff during lunchbreak</p> <p>Lunch bags/rubbish to be placed in lidded bin/tied big bags</p> <p>Stay at their seats - 2m</p>	2	5	10
9	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) during - breaktime / lunchtime	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Breaktimes to be staggered.</p> <p>Class / groups to use separate areas of the school site / playground if breaktimes run concurrently. Zoning areas for each 'bubble' to use if different groups are out at the same time.</p> <p>Play equipment should not be used unless the school is able to ensure that it is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously. Or each group has their own equipment which stays in their own room.</p>	<p>Each group to have a dedicated outdoor space - nursery outdoor area, reception outdoor space, KS1 playground, KS2 playground.</p> <p>Play equipment used must be placed in a box for cleaning. Each group to be provided with their own play equipment.</p> <p>Adult to lead/suggest games that encourage social distancing rules.</p>	3	5	15
10	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - toilets and wash areas	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Ensure toilets do not become overcrowded by limiting the number of children who use the toilet at one time.</p> <p>Dedicate specific classrooms to toilet facilities if possible.</p> <p>Handtowels, lidded bins and satiation provisions available in each toilet</p>	<p>Dedicated toilet areas given where possible - KS1, Nursery and KS2 toilets.</p> <p>Only 1 child to go to toilet at a time.</p> <p>Set toileting breaks throughout the day.</p>	3	5	15

11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to school staff	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day or on subsequent days</p> <p>Ensure that the same teacher and staff (e.g. LSA) are assigned to each group and as far as possible these stay the same during the day and on subsequent days.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Staff to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> <p>Kitchen staff should remain within the kitchen facilities and not use other parts of the school site (except welfare facilities). Gloves should be worn when serving children</p> <p>Site staff should work where possible outside or where children are not located.</p> <p>Reception staff should remain within the reception area and not use other areas of the site (except welfare facilities). The reception window/hatch should remain closed at all times.</p> <p>All other staff who can work-at-home should work at home as per the latest government guidelines- numbers of staff in school should be kept to a minimum.</p> <p>Staff to wash clothes following a day in educational or childcare setting</p>	<p>In addition to control measures set:</p> <p>Adults not to leave the school site during lunchtimes and breaktimes</p> <p>Adults to have allocated entrance to reduce continuation</p> <p>Kitchen staff to remain in kitchen apart from delivering meals to the classroom doors - gloves to be worn.</p> <p>If additional resources are required , these should be requested via phone - bought to classroom door by SLT member, gloves worn.</p> <p>Office staff remain in the office.</p> <p>Behaviour plans/risk assessments in place for identified children . Dedicated space for removal from classroom/staff to remove children to outdoor space if needed - AB or HS to take over for behaviour.</p>	3	5	15
12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to parents	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Children should be kept separate from the drop off areas for other children. Ensure doors are closed and parents hand children over in line with social distancing guidelines</p>	<p>Groups to be provided with separate drop off collection times and points</p> <p>Social distances cues/visuals at drop off points that supports governments social distancing rules.</p>	3	5	15
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice - Shared equipment	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Equipment to remain in the classroom and sharing of equipment to be kept to a minimum.</p> <p>Maintain good hygiene measures, regular handwashing</p>	<p>Children to be provided with their own stationary packs - labelled.</p> <p>Staff not to share their resources with children,</p> <p>Regular hand washing/sanitising is maintained throughout the day.</p>	3	5	15
14	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst attending wrap-around care	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	5	20	high	<p>Wrap around care to be closed.</p>	<p>No wrap around care</p>	0	0	0
15	Increased risk to health due to reduced first aid arrangements caused through staff reductions (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	4	5	20	High	<p>Schools should ensure adequate first aiders are onsite based on current guidelines. First aiders have PPE and PPE is in classrooms to deal with any unexpected situations.</p>	<p>One first aider positioned in each group.</p> <p>If isolation/illnesses of group meant there was no first aider with that group. A first aider would be called upon in extreme cases?</p> <p>PPE to be worn - gloves, masks, apron</p> <p>Emergency services to be contacted if deemed necessary</p> <p>Inhalers, Epipens, creams to be based on classrooms needed, specialist equipment.</p>	3	5	15
16	Diagnosed with coronavirus	Infected Other staff / pupils infected	3	3	9	Medium	<p>If a child develops symptoms they should be taken to a designated area and sent home, immediately, parents being asked to book a test. If test is positive, the 'bubble' should all self isolate for 14 days and access testing as appropriate. Advice from PHE will be sought.</p> <p>Classroom deep cleaned as advised.</p>	<p>Identified designated area for ill children - KS1 MUSIC ROOM, KS2 SHED AREA - CLEANED AFTER USE.</p>	3	4	12

17	Safeguarding	Unable to provide adequate safeguarding of children due to reduced staff.	3	5	15	High	<p>Ensure staffing ratios are maintained for all children in school. If school cannot do this, then certain bubbles will be closed.</p> <p>If required reduce pupil numbers in school to maintain ratios.</p> <p>Ensure safeguarding processes for those children remaining at home are maintained with clear logs and escalation as required by guidelines</p>	<p>DSL on site everyday children are in. Head/Deputy in contact if on separate days in regards to safeguarding.</p> <p>If DSLs were in isolation or ill, the other will cover. MH also trained - phone contact if appropriate.</p> <p>If DSLs are both ill, inform Executive Headteacher.</p> <p>Safeguarding procedures to be followed as per school policy for in school procedures and covid 19 procedures.</p> <p>Social workers to be kept informed of attendance/communication with parents.</p>	3	5	15
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You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.