

Academy	Rowley Park Academy	Risk Assessment Author:	Annika Beaumont
Assessment	Opening of schools fully from 8th March	Date:	21.4.21
Next Review Date:	As deemed necessary as per Government / PHE / DfE / Trust	Version	2.1
Who could be harmed	Trust pupils	Level of Overall Risk (H/M/L)	M

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Additional 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 School to adhere to PHE guidance and track and trace if a positive test is reported.	Rowley Park will follow government guidelines and communicate these clearly with parents, following track and trace procedures in place. Children will not attend school or wraparound provisions if unwell with COVID symptoms.	3	4	12
2	Fitness to attend	Due to an existing health condition a pupil is considered vulnerable An pupil is showing symptoms of coronavirus	5	5	25	High	Any one clinically extremely vulnerable would have received a letter. Those who are deemed to high risk by their doctor should remain at home until told it is safe to return. 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 10 days, booking for a test and anyone else in their household should self-isolate for a period of up to 10 days. Children must not come into school if they are required to quarantine having recently visited countries outside the Common Travel Area.	Rowley Park will follow government guidelines and communicate these clearly with parents.SLT will communicate with parents that are deemed high risk to attend - parents will be asked to notify school of absence as per school policy. Administering medication will be decided case by case.	2	4	8
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.	A pupils is living in the same household as someone with an existing health condition and is considered vulnerable	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 is now permitted to return to school. They should follow stringent handwashing and safety guidance.	Follow the Hands, face, space/catch it, bin it, kill it guidance. Ensure stringent handwashing is timetabled into the day. Follow safety guidance and protective measure given.	3	4	12
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 their 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) Guidance re distancing and face masks should be followed in these instances. Drop-off times and collection may be staggered if entrances cannot permit suitable distancing measures to be possible. On arrival all pupils to use alcohol based hand sanitizer at the entrance to the building.	Children that use public transport will be sign posted to the government guidance.Face masks to be removed when arriving at school.Drop off and collection point and time windows given. Pickup/drop off by 1 adult only. Social distance rules apply.	4	5	20
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. Crossing in corridors should be avoided, and where possible, children should access classrooms or 'bubble areas' directly. If they have to enter the school building, or queue to enter any part within, then adequate signage must be displayed showing distancing 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 doors straight into classrooms. Children will enter at school gates/no parents past this point in the am on keystage 2 - Window 8.45 - 9.00am. 1 way systems introduced for both playgrounds for end of the day. Images to promote the rules and social distancing cues in sight on school fence. Children accompanied by 1 adult unless a single parent - parents to wear a face covering 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 Implement one way systems on staircases if it permits. 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 Bubbles organised. Stairs and hall,gym will be used for scheduled use of upstairs. 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 class/ phase or year group bubbles as per guidance.</p> <p>Pupil should only use their designated area and should not enter any other area unless for a specific intervention as per guidance.</p> <p>Hand sanitizer to be provide at the entrance of each classroom to be used on entry by all pupils and staff</p> <p>Pupils should use the same desk each day and have their own set of daily resources such as pens, pencils etc.</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 as appropriate for learning</p> <p>Lateral flow tests issued to reduce risk of asymptomatic staff member attending school.</p> <p>Where possible classrooms to be ventilated.</p>	Work spaces to be labelled and children to be provided with their own stationary packs/desk draw for storage. Each group to be allocated their own outdoor area for play and outdoor education opportunities - communicate with staff. Each classroom to be provided with lidded bins, hand sanitiser, soap, anti-bacterial cleaning supplies/wipes for use throughout the day. Staff to wipe down tables at lunchtimes/door handles regularly Outside doors will be open where safeguarding allows - nursery, reception. Rooms to be well ventilated - windows open. Classrooms sizes will be site in line with government guidance.	3	4	12
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 as much as possible so children are not moving around the school at the same time and there are limited groups in the dining hall at the same time.</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 if they are using the same tables/ chairs/ equipment.</p> <p>If such measures are not possible some groups of children may use other areas such as classrooms/ outdoors for eating lunch.</p>	Dedicated outdoor space to be used by groups. Meals will be consumed in allocated hall/gym space. Eating/playtimes to be staggered. Sandwiches to be eaten in classroom bubbles. Children to hand wash in their classrooms before eating. Children to remain with same staff during lunchbreak Lunch bags/rubbish to be placed in lidded bin/tied big bags	2	4	8
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 to avoided mixing of class/group/phase bubbles are appropriate.</p> <p>Class / groups to use separate areas of the school site / playground if breaktimes run concurrently.</p> <p>Any equipment should be kept within the designated 'bubble' and any outdoor play equipment should be used/cleaned in line with guidance.</p>	Each group to have a dedicated outdoor space and time - nursery outdoor area, reception outdoor space, KS1 playground, KS2 playground. See March plans document Play equipment should be based in designated bubble. Follow cleaning advice in guidelines.	2	4	8
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>Ensure paper towels and lidded bins are used and not hand dryers.</p>	Dedicated toilet areas given where possible - KS1, Nursery, Breakfast club and KS2 toilets, Hand towels available - hand dryers switched off. Only 1 child to go to toilet at a time from bubbles	3	4	12
11	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 use designated drop off/ entrance areas. Ensure doors are closed and parents hand children over in line with social distancing guidelines</p>	Social distances cues/visuals at drop off points that supports governments social distancing rules. Drop off and collection arrangements arrangements clearly communicated with staff and parents - see March plan/parents letter. SLT to be visible on the playground. 1 way system introduced.	3	4	12

12	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 designated 'bubbles' or groups each day, and different groups are not mixed during the day or on subsequent days</p> <p>Ensure that the same group of adults are assigned to each group and as far as possible during the week,</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 distance where possible if leaving the office area.. The reception window/hatch should remain closed at all times.</p> <p>Pupils will only be assigned their specific bubble staff, with no cross bubble working of staff or new short-term staff introduced.</p> <p>Lateral flow tests issued to reduce risk of asymptomatic staff member attending school.</p>	<p>In addition to control measures set: Adults to have allocated entrance to reduce contamination Kitchen staff to remain in kitchen apart from serving at lunchtime - PPE gloves to be worn. If additional resources are required , these should be requested via the office. Office staff remain in the office. Staff should not mix across bubbles/enter bubble allocated spaces unless identified by SLT e.g enrichment staff, cover staff. Extreme behaviour was referred to SLT and will be discussed with parents. A separate risk assessment to be conducted if required.</p>	3	5	15
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to visitors in school	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>All members of trust staff who work across multiple schools can resume visits but should try to limit the number of bubbles they enter and ensure all COVID measures (face masks, social distancing) is adhered to where possible. Vists should only be made where necessary to undertake their role.</p> <p>Visitors to school should be kept to a minimum. Visitors should sanitise on entry to school and leave details of their purpose and who they will be in contact with. Visitors should not enter bubbles whenever possible and work outside of classrooms in open airy spaces. Visitors who enter bubbles should sanitise and distance from other staff as well as children who they will not be working with. Visitors should be questioned on entry about their health to ensure they are not symptomatic. Visitors should avoid bringing equipment, if they do, it should be wiped down before and after use. Visitors should avoid face to face working with children as much as possible.</p>	<p>Visitors to complete track and trace information and should only attend the area in school they require. (social workers/SEND agencies can visit children in ventilated space/social distanced. Site visitors will not enter bubbles). Visitors are required to wear face coverings.</p>	2	4	8
14	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 designated 'bubble' class/group/phase and not move for areas to area.</p> <p>Maintain good hygiene measures, regular handwashing</p>	<p>Children to be provided with their own stationary packs - labelled. Resources only shared within bubble. Staff not to share their resources with children, Regular hand washing/sanitising is maintained throughout the day. Computer room - Year 1 - 4 to be timetabled a day to use the computer room, cleaned inbetween and Year5/6 will use ipads. EVFS use computers in the classroom as part of provision - regular cleaning - not used in lockdown but applies when re-open.</p>	3	4	12
15	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 should be risk assessed separately to ensure where possible children remain in the same groups/phases as during the day, or if this is not possible, that they remain in the same 'wraparound' groups each day.</p>	<p>Limited numbers in wraparound care to 16. Hall to be used for breakfast club to allow for more space. Rooms used to be ventilated. Sperate risk assessment for wraparound care. Wraparound will form one group.</p>	2	4	8
16	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</p>	<p>One first aider/s positioned in each bubble. If isolation/illnesses of group meant there was no first aider with that group. A first aider would be called upon in extreme cases. PPE to be worn - gloves, masks, apron Emergency services to be contacted if deemed necessary Inhalers, Epipens, creams to be based on classrooms needed, specialist equipment.</p>	1	5	5
17	Diagnosed with coronavirus	Infected Other staff / pupils infected	3	3	9	Medium	<p>If any pupil develops symptoms during the day, they will sit in a ventilated area until parent arrive. They will use a designated toilet which will be closed and deep cleaned afterwards. They should follow guidance, self isolate and book a test.</p> <p>If a positive test is received, the PHE and track and trace guidance should be followed</p>	<p>Identified designated area for ill children - breakfast club - children's area/outdoor area - collection from breakfast club carpark entrance - use of that toilet. Follow guidance for isolation and follow advice/track and trace if positive result.</p>	3	4	12
18	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.</p> <p>Ensure safeguarding processes for all children remaining maintained with clear logs and escalation as required by guidelines</p>	<p>Safeguarding team all on site daily - distribution of workload of required (4 staff level 3 trained). EWO to aid where necessary. If DSLs were in isolation or ill, the others will cover. If DSL/DSA s are both ill or isolating, inform Executive Headteacher. Safeguarding procedures to be followed as per school policy for in school procedures and covid 19 procedures. Social workers to be kept informed of attendance/communication with parents.</p>	2	4	8

You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.

Low	Less than 5
Medium	5-15
High	15+