

# RISK ASSESSMENT FORM

<b>Service:</b> Education	<b>Location:</b> Rokesly Junior School, Rokesly Avenue, London N8 8NH	<b>Assessment Completed by:</b> Bola Soneye-Thomas (Headteacher)
<b>Description of Activity/Task Assessed:</b> Full reopening of the school for staff and children aged 7 - 11	<b>Date of Assessment:</b> 19 <sup>th</sup> August 2020	<b>Review Date:</b> 19 <sup>th</sup> July 2020 Reviewed Weekly September 2020, 2 Weekly from October to December 2020.

This Risk Assessment seeks to ensure that the guidance given by the Department for Education (DfE) has been considered, implemented and/or improved. It is recognised that NO risk assessment can remove risk altogether, but that if the range of measures recommended in their guidance is implemented, then the risk of transmission is reduced.

*“The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.”*

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1.	Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school for the September term. Where points are not completed but will need to be addressed, they have been placed in the Further Actions Required column with a time frame for completion						
2.	<p><b>Pupils who are shielding or self-isolating</b></p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> </ul>						

- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Pediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

**School workforce** Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, it is expected that most staff will attend school.

It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders will consider what is feasible and appropriate.

### System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### Prevention:

Numbers 1 to 4 must be in place in all schools, **all the time**.

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

- 5) minimise contact between individuals and maintain social distancing wherever possible

Number 6 applies in specific circumstances

- 6) where necessary, wear appropriate personal protective equipment (PPE)

#### Response to any infection:

- 7) engage with the NHS Test and Trace process
  - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
  - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant

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3.	Individuals with coronavirus symptoms attending school - Possible transmission of the Covid-19 virus between staff and pupils and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Prevention (1) Permanently in Place</b> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:	High	<ul style="list-style-type: none"> <li>Parents reminded not to send children to school if exhibiting any symptoms and to not disguise symptoms e.g giving Calpol to bring down a fever and sending pupils to school.</li> <li>Staff told not to attend school if exhibiting symptoms</li> <li>If a child, young person, or staff member develops symptoms compatible with coronavirus, they will be sent home immediately and advised to self-isolate for 14 days from when the symptomatic person first had symptoms</li> <li>Pupils awaiting collection will be taken to the medical room (2m away from others, supervising staff will wear PPE)</li> <li>Stay at home guidance should be followed by the family <a href="#">Covid19-Stay at home guidance for households with possible coronavirus</a></li> <li>If child needs to use the toilet whilst waiting to be collected a thorough clean (using standard products) will be carried out by a cleaner before re-use</li> <li>School will follow the guidance regarding cleaning <a href="#">COVID 19:Cleaning of Non healthcare Settings</a></li> <li>Staff / pupils that have had close contact do not need to isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace</li> <li>Thorough hand washing for all who have helped the pupil with symptoms</li> <li>No visitors e.g. suppliers are to enter the site if they are displaying symptoms of Coronavirus</li> <li>As is usual practice, if an emergency, 999 will be called if someone is seriously ill or injured or if their life is at risk.</li> </ul>	Medium

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4.	Regular and thorough handwashing is not in place - Possible transmission of the Covid-19 virus between staff and pupils and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Prevention (2) Permanently in Place</b> Clean hands thoroughly more often than usual	High	<ul style="list-style-type: none"> <li>Regular hand washing is to be directed – on arrival, before and after breaks, when they change rooms, before and after eating, before and after wearing PPE and face coverings, at home time and when they have come into contact with someone who is presenting symptoms. and at home time</li> <li>Soap available in all toilet facilities and classrooms</li> <li>Hand washing/gel where possible should be in all key areas e.g. reception, staffroom</li> <li>Onsite cleaner to replenish stocks of soap throughout the school day</li> <li>Pupils with complex needs to be supported where necessary with this</li> <li>Hand sanitiser is available in each class</li> </ul>	Medium
5.	Good respiratory hygiene is not in place – Possible transmission of the Covid-19 virus between staff and pupils and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Prevention (3): Permanently in Place</b> Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	High	<ul style="list-style-type: none"> <li>Tissues to be readily available for all staff and pupils to follow the catch it, bin it, kill it advice</li> <li>Pupils to be issued with their own individual packet of tissues</li> <li>Explicit and frequent reminders of 'Catch It, Bin It, Kill It' routines – becomes school culture.</li> <li>All encouraged not to touch their mouth, eyes, and nose</li> </ul>	Medium

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6.	Regular cleaning is not taking place Possible transmission of the Covid-19 virus between staff and pupils and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Prevention (4): Permanently in Place</b> Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	High	<ul style="list-style-type: none"> <li>• Cleaning company asked to focus on surfaces that are a risk of transferring the infection – tables, door handles etc.</li> <li>• A cleaner will clean surfaces that pupils are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, at least twice a day.</li> <li>• Toilets cleaned at lunchtime as well as at the end of the day by a cleaner</li> <li>• Dining tables cleaned between each sitting by SMSAs</li> <li>• Staff to use antiseptic hand wipes to clean the fridge, kettle, microwave etc. in the staffroom whenever they use them</li> <li>• Any dishware or cutlery used by staff must be put into the dishwasher for immediate washing</li> <li>• Staff members to use hand sanitiser every time they enter the staffroom</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Staff to sign in using their swipe cards to stop the use of touch screen signing in</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Pupils only bring in essential items from home e.g. a water bottle, coat etc.</li> <li>• Each pupil to be provided with their own resources pack</li> <li>• Pupils sit at the same desk every day</li> <li>• Water fountains to be decommissioned</li> <li>• Hand dryers decommissioned</li> <li>• Years 5 &amp; 6 children will be provided with a labelled plastic sandwich bag to place their phone in before putting them in the phone box</li> </ul>	Medium

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7.	Unlimited interactions with others - Possible transmission of the Covid-19 virus between staff and pupils and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<p><b>Prevention (5):</b>  <b><i>Must be properly considered and schools must put in place measures that suit their particular circumstances.</i></b>                      Minimise contact between individuals and maintain social distancing wherever possible</p>	High	<ul style="list-style-type: none"> <li>• Laptops/Chrome books to be cleaned after each use prior to another class of children using them</li> <li>• Pupils will be in Class group pods of no more than 30 with systems in place to ensure that they do not interact with other pods except at lunchtimes when it will be a year group pod. Class pods will be maintained when eating.</li> <li>• Pupils will be encouraged to distance (no physical contact with each other, pupils will sit at desks in pairs facing forward while in class and they will engage in non-contact games in PE lessons.</li> <li>• Pupils sit at the same desk each day</li> <li>• As far as possible adults try to maintain a social distance of 2m between themselves and other adults and between themselves and pupils</li> <li>• Movement of pupils and staff around the school is minimised (No assemblies)</li> <li>• Additional signage around the school reminding everyone about social distancing and hygiene</li> <li>• Pupils reminded to walk on the left.</li> <li>• At break times pupils will be encouraged to play non-contact games)</li> <li>• Only one year group will be permitted to use the play equipment each week. The equipment will then be wiped over before use by the next year group</li> <li>• Staggered start times, break times, lunch time and finish times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• Office staff to photocopy all materials in order to limit extensive use of the photocopier</li> <li>• Photocopier panel to be wiped down after each use</li> <li>• School office closed to all, but office staff</li> <li>• Ensure that toilets do not become crowded by limiting the number of pupils or young people who use the toilet facilities at any one time</li> </ul>	Medium

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						<ul style="list-style-type: none"> <li>• Each pod assigned a specific toilet to use and additional adult to supervise to ensure social distancing if there is a queue</li> <li>• Adults to only use toilet facilities one at a time (sign to be provided for the door)</li> <li>• Visitors on site will be discouraged but where necessary should take place out of school hours where possible.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff</li> <li>• Where possible parental communication with school should be via telephone or e-mail.</li> <li>• Encourage only one parent to pick up/ drop off their child</li> <li>• Ask parents/carers not to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Maximum of 6 staff member permitted in the staffroom at any time.</li> <li>• In the event of a child being so unwell for any reason such that they should not be in school, then parents will be contacted immediately to collect the child. The school does not have capacity to keep a child in a separate area (such as the office) for any significant period of the school day</li> </ul>	
No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
8.	Possible transmission of the Covid-19 virus between staff, pupils, and into the	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Prevention (6): Applies in specific circumstances</b> Where necessary, wear appropriate personal protective equipment (PPE)	High	PPE (face mask, gloves, plastic gown) used when: <ul style="list-style-type: none"> <li>• Administering first aid</li> <li>• Caring for an unwell pupil whilst the child is waiting to be collected</li> <li>• Providing intimate care</li> </ul>	Medium

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	wider community.					<ul style="list-style-type: none"> <li>• Staff to be trained on donning and doffing of PPE and safe disposal of any used, as part of induction for 2020/2021 academic year.</li> <li>• Children over 11 will be expected to wear face covering on public transport and staff will wear a face mask whenever they go into the staffroom.</li> <li>• All staff will be issued with a pack containing a face mask, disposable gloves, an apron, wipes and a packet of tissues.</li> </ul>	
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9.	Lack of engagement with NHS Test and Trace – Possible transmission of the Covid-19 virus between staff and pupils, and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/carers	<b>Response to Infection (1):</b> Engage with the NHS Test and Trace process	High	<p>Staff members and parents/carers must be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <b>Book a test</b> if they are displaying symptoms that are compatible with coronavirus. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</li> <li>• Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <b>Self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</li> <li>• Parents/carers and staff to inform the school immediately of the results of a test: in writing</li> <li>• If <b>NEGATIVE</b>, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• If <b>POSITIVE</b>, they should follow the <b>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</b> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not</li> </ul>	Medium

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						have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days	
10.	Confirmed Case of COVID 19 in school – Possible transmission of the Covid-19 virus between staff and pupils, and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Response to Infection (2):</b> Manage confirmed cases of coronavirus (COVID-19) amongst the school community	High	<ul style="list-style-type: none"> <li>Contact Public Health (PH) Haringey if there is a confirmed case (they may also contact the school as they become aware of cases).</li> <li>Ensure that PH carry out Risk Assessment to confirm who has been in close contact with the person during the period that they were infectious.</li> <li>Ensure that those identified by PH as being in close contact with the person who has tested positive are sent home and advised to self isolate for 14 days. Close contact means:                             <ul style="list-style-type: none"> <li>Direct close contact: face to face for any length of time (1m); coughed on; skin to skin</li> <li>Proximity contact: extended proximity (within 2m for more than 15 mins).</li> <li>Travelling: in a small vehicle with an infected person.</li> </ul> </li> </ul> <p>Records of staff working with each pod will be kept to assist with this.</p>	Medium
11.	Ineffective response to a school outbreak – Possible transmission of the Covid-19 virus	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ carers	<b>Response to Infection (3):</b> Contain any outbreak by following local health protection team advice	High	<ul style="list-style-type: none"> <li>Two or more cases in 14 days may be an ‘outbreak’ – the school to work with PH to contain.</li> <li>PH will recommend the extent of containment (e.g. pods or whole school).</li> <li>Mobile testing unit may be utilised on PH advice.</li> </ul>	Medium

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12.	Staff and Pupils using public transport – Possible transmission of the Covid-19 virus between staff and children, and into the wider community.	Serious illness. Permanent disability. Death.	Staff, pupils, contractors, parents/ Carers	<b>Use of public transport to be limited where possible</b>	High	<ul style="list-style-type: none"> <li>Advise parents, staff and children to avoid use of public transport in peak periods.</li> <li>Staggered start and end times as much as is feasible will help ease congestion at peak times.</li> <li>The school will encourage parents, staff and pupils to cycle or walk to school where possible.</li> <li><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	Medium
13.	Anxiety for pupils	Pupils' mental health has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general	Pupils	<b>Taught sessions to support pupils with their anxiety</b>	High	<ul style="list-style-type: none"> <li>Regular PSHCE sessions with pupils to share their worries</li> <li>Worry boxes in each class. Teachers remove papers using gloves</li> <li>Staff to discuss language to be used if pupils are not following guidelines</li> <li>Staff to communicate with senior leaders if they have worries or concerns to discuss</li> <li>Staff to email senior leaders with any suggestions regarding adaptations to practices</li> </ul>	Low

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14.	Staff wellbeing during this period of uncertainty	Mental health of the staff has been adversely affected during the period that the school has been partially open and by the Covid-19 crisis in general	Staff	<b>Buying into a staff support package</b>	High	<ul style="list-style-type: none"> <li>Remind staff about the Employee assistance programme</li> <li>Senior and Middle leaders to keep a check that staff are feeling ok</li> <li>Individual risk assessments for groups that are considered to be high risk e.g. BAME, underlying health conditions</li> </ul>	<b>Low</b>

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## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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## Risk Assessment Method (continuing).

### Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

### Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required