

COVID-19 Risk Assessment

School name	Oakwood School		
Assessment carried out by (name/role)	Hayley Mathews		
Date of assessment	June 21	Date of next review	July 21

Awareness and adherence to policies and procedures

- All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
 - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- The school keeps up-to-date with advice issued by, but not limited to, the following:
 - DfE; NHS; Department of Health and Social Care; PHE
- Staff are made aware of the school's infection control procedures in relation to coronavirus through distribution of Risk Assessments.
- Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus (COVID 19) symptoms or have tested positive in the last 7 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.
- Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.
- Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.

Hazard identified		The spread of Covid-19 coronavirus			
Likelihood	Impact	Total Risk Score	Likelihood after controls	Impact after controls	Total Risk Score after controls
5	5	25	4	3	12

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> Staff Pupils Parents Volunteers / governors Visitors Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>	<p>PREVENTION</p> <p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household 	

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		<p>disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area. • Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance 	
	<p>PREVENTION Where recommended,</p>	<ul style="list-style-type: none"> • Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in 	

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	use of face covering	<p>corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by students when outdoors on the premises.</p> <ul style="list-style-type: none"> • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. • Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. 	
	<p>PREVENTION</p> <p>Good hand hygiene practice</p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p>	<ul style="list-style-type: none"> • Briefings for staff and information provided to parents on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; • Provision of liquid hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; • Regular reminders about hand washing and social distancing; posters displayed in every classroom, at the main entrance/front office, in places visible from the school gate, in the staffroom and all toilets. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice. • Hand sanitiser and tissues available in classrooms and other key locations around the school (to include outside all toilets); • Staff required to wash their hands and surfaces before and after handling pupils' books; 	

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	<p>PREVENTION</p> <p>Good respiratory hygiene</p>	<ul style="list-style-type: none"> • 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Younger pupils and those with complex needs are helped to follow this. • Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u> • 	
	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> • Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Thorough cleaning of classrooms and communal areas at the end of the day; ○ Cleaning of frequently touched surfaces often. Premises to clean banisters, door handles mid-morning. Reception to clean their area frequently. Student services to clean welfare (ongoing). ○ Lidded bins provided for tissues; these are double bagged and emptied regularly during the day; ○ Cleaning of equipment for practical lessons between groups; ○ Lunch tables cleaned between groups (caterers/Premises); ○ Removal of unnecessary items from learning environments (all staff to consider their own classrooms); ○ Creative arts to consider removal of soft equipment that is hard to clean. ○ Each classroom to have blue roll and cleaning spray to enable clean through day is necessary • Different year groups do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. 	

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		<ul style="list-style-type: none"> Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day (MTE/HMA) Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk 	
	<p>PREVENTION Maximising ventilation</p>	<ul style="list-style-type: none"> Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). To balance the need for increased ventilation while maintaining a comfortable temperature, we consider: <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	
	<p>PREVENTION</p>	<p>The following practices have been put in place and information communicated to staff, pupils and parents as relevant to need:</p>	

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	Minimising contact and mixing between groups of staff and pupils	<ul style="list-style-type: none"> • Adults to, where possible, try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Where this is not possible they should avoid close face to face contact and minimise time spent within 1 metre of anyone • Teaching assistants to be allowed to wear masks and face shields to enable working with pupils. Not to help students face to face, always to be from behind or the side and close contact restricted to less than 15 minutes. Seating plans to be used to ensure pupils are not hemmed in and therefore easy access for TAs • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • One-way circulation in corridors with 2 metre distancing markers; • Classrooms and other learning environments are organised to maintain space between seats and desks where possible, and all desks to face the front. • Where this is not possible (e.g. IT rooms) plastic barriers to be placed between desks • 2m demarcation around the teacher desk to ensure clear boundaries. Perspex screens to be put in where this isn't possible. • Accessing rooms directly from outside where possible, i.e. Food Tech, Music,; • Identified areas for break times for groups; • The use of shared space such as halls is limited and there is cleaning between use by different groups; • Physical Education classes should be kept in consistent year groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> • Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing</u> 	

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		<p><u>arts. Further information on music teaching in schools is available in the COVID-19 – guidance for full opening.</u></p> <ul style="list-style-type: none"> • Use of staff room to be cautioned. Faculties to use own rooms where possible with social distancing happening • Control access to admin offices to avoid too many staff in small spaces; • Limited numbers using toilet facilities at one time; • Introduction of drop-off / pick-up protocols that minimise contact, reduce the number of parents on site by closing main gates and provide for a controlled arrival system; • Limited use of shared resources and prevention of sharing stationery and other equipment where possible; • Large gatherings are avoided, including whole staff briefings, and groups kept apart. • Assemblies are conducted on a reduced basis, with limited numbers of pupils from within the same yeargroup. Students will be spread out to ensure social distancing. • Conducting classroom activities outdoors where appropriate; • International Educational visits are currently advised against. This advice will be kept under review. Educational visits within the UK, including residentials are now allowed with a thorough risk assessment in place. • Behaviour policy updated to reflect new rules and routines and policy regularly reinforced throughout each day. • Cover supervisors to be provided with box of resources to enable cleaning throughout day at various rooms. Where possible reduce cover supervisor movement • No visitors in school without wearing a face covering • Governing Body meetings are to continue online until the R rate decreases. • Governing Body monitoring will take place remotely, with no visits during the Term. Link Governors and their School staff Leadership counterparts are to communicate by email or Microsoft Teams, to enable questioning and challenging to remain in place and documented. 	

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	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of PPE will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; where PPE is recommended, government guidance will be adhered to, as follows: <ul style="list-style-type: none"> ○ A fluid-resistant surgical facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus; ○ If contact is necessary, then gloves, an apron and a facemask will be worn; ○ If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn. • Additional training needs on the use and safe disposal of PPE have been identified with individual staff and training is scheduled to take place. 	
	<p><u>Promote and engage in asymptomatic testing</u></p>	<ul style="list-style-type: none"> • <u>Rapid testing remains a vital part of our plan to suppress this virus. We follow the guidance set out for our setting:</u> <ul style="list-style-type: none"> ○ <u>Secondary schools and colleges</u> 	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> • Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed; • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; 	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> • Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. • Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers; • Where possible, transport arrangements are organised to cater for any changes to start and finish times; • Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus; • For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. 	
	Monitoring	<ul style="list-style-type: none"> • Management checks to be undertaken each day on the control measures in place and reported back to the headteacher; • Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	

Hazard identified		Response to Infection			
Likelihood	Impact	Total Risk Score	Likelihood after controls	Impact after controls	Total Risk Score after controls
5	5	25	4	3	12

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> Staff Pupils Parents Volunteers / governors Visitors Contractors <p>Failure to properly respond could impact on containment of virus</p>	<p>RESPONSE TO INFECTION</p> <p>Test and trace</p>	<ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they are displaying symptoms. 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. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 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 & Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 10 days for household members. A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. The school will ask parents and staff to inform them immediately of the result of the test: 	<ul style="list-style-type: none">

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		<ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. ○ If someone test positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not 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. Other members of their household should continue self-isolating for the full 10 days. 	
	<p>RESPONSE TO INFECTION</p> <p>Managing confirmed COVID 19 cases</p>	<ul style="list-style-type: none"> • Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. • If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to 	

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		<p>include every interaction a member of staff or pupil has and could be as broad as a whole yeargroup.</p> <ul style="list-style-type: none"> • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	
	<p>RESPONSE TO INFECTION</p> <p>Contain any outbreaks</p>	<ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. • Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. • In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	

Hazard identified		Stress and anxiety relating to return to work			
Likelihood	Impact	Total Risk Score	Likelihood after controls	Impact after controls	Total Risk Score after controls
4	3	12	3	2	6

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?
<ul style="list-style-type: none"> Staff Volunteers / governors Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety	Ensure sufficient rest breaks	<ul style="list-style-type: none"> Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> Line managers to ensure wellbeing check with individual staff at least weekly; 	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> School has signposted suggested sources of support to all staff; Staff encouraged to come forward confidentially with any concerns they have about wellbeing. 	
	Quiet space for staff when anxiety may be overwhelming	<ul style="list-style-type: none"> Relocate Doty to meeting room 2 x days per week to enable Dotty's room to be used for individual members of staff for time out 	

Impact, Likelihood and overall risk score definitions

Impact Descriptor	Potential impact on student / family member, visitor, contactor, staff	Number of persons affected at one time
1. Insignificant	Negligible eg no obvious harm	Not applicable
2. Minor	Low. No permanent harm. First aid provided at school or minor treatment (eg stitches) at hospital.	Fewer than 5 people
3. Moderate	Moderate. Medical treatment required (eg broken bone set in plaster) in hospital prior to same-day or next-day discharge. Semi-permanent harm up to 3 months.	Small numbers, 6-10
4. Major	Significant. Some permanent or long-lasting harm. In-patient treatment required in hospital.	Moderate numbers, 11-30
5. Catastrophic	Death or significant injury to many individuals.	More than 30 people affected by a significant event.

Likelihood Level	Likelihood rating	Description
1	Rare	Almost certain this will never happen
2	Unlikely	Do not expect it to happen, but it is possible.
3	Moderate/Possible	May happen occasionally.
4	Likely	Expected to happen but it is not a persistent issue
5	Almost certain	Will undoubtedly occur, possibly frequently.

Overall Risk Score

		IMPACT				
		1	2	3	4	5
LIKELIHOOD	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25