

## OAK TRUST SCHOOL RISK ASSESSMENT

<b>Activities Covered by this Assessment</b>	Full opening of schools from start of 2021-22 year based on Government guidance		
<b>Site Address / Location</b>	Woodland Grange Primary and PreSchool	<b>Department / Service / Team</b>	

Note: A person specific assessment must be carried out for disabled staff and new and expectant mothers conducting this activity

**As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.**

**Engage with the NHS Test and Trace process:** Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test, self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), 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. **Health Protection Team (PHE) 0344 2254 524 (option 1) This number will re-direct to current provider**

**Schools should ask parents and staff to inform them immediately of the results of a test:** 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

**Guidance for full opening: schools. Please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**System of control:** This is the set of actions schools must take.

**Prevention:** **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. **5)** minimise contact

between individuals and maintain social distancing wherever possible. **6)** where necessary, wear appropriate personal protective equipment (PPE).

*Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

**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.*

**Attendance:** School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

**For further advice on clinical and/or public health advice please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Pupils who are shielding or self-isolating**

**PPE:**

The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

**It is advised that schools carry out an inspection of the premises before full opening and record the findings.**

#### **Monitoring and review of risk controls**

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

#### **From 28/11/2021**

Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the **Omicron variant** of COVID-19.

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- Tissues are available in classrooms.
- Bins with lids are provided throughout the school to facilitate disposal of tissues following the “catch it, bin it, kill it” mantra.
- Old blue roller towels have been removed and wall mounted hand sanitiser stations installed across the school.
- NHS handwashing guidance has been displayed in all handwashing areas.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<b>Coming into contact with individuals who are unwell</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>• Anyone developing COVID19 symptoms is sent home.</li> <li>• Persons who have symptoms will isolate and not attend until a negative test result is returned.</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>• Engage with the NHS test and trace. (See above pg. 1)</li> <li>• Wearing of masks is mandatory in all communal areas for staff (optional in own year group areas). Mask wearing compulsory for all other adults coming into the building (but not necessary when outdoors)</li> </ul>	M	L	L			

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<p style="text-align: center;"><b>A pupil shows symptoms of COVID19 whilst in school</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• A pupil awaiting to be collected, is moved to the medical room (or other space if occupied), where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required. Signage in place to limit access.</li> <li>• Windows where available are open for ventilation.</li> <li>• PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>• The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>• Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>	M	L	L		M	L	L			
<p style="text-align: center;"><b>Staff exiting cars in staff car park</b></p>	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to cycle or walk to work.</li> <li>• Courtesy when alighting cars to maintain 2m distance.</li> <li>• Encourage staff to also use street parking</li> </ul>	M	L	L		M	L	L			

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<p><b>Groups arriving and leaving school (Start and end of the day)</b></p>	<p>Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Different drop-off and pick up points for each year group</li> </ul>	M	L	L									
<p><b>Visitors to site</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site.</li> <li>Visitors must wear a face mask at all times IN the building.</li> <li>Use booking in procedure, to include recording of contact information to aid track and trace.</li> </ul>	M	L	L	<p>If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the <a href="#">COVID-19:Guidance for households with possible infection guidance</a>. Hand Sanitiser provided on entrance to school reception. Where possible visitors are restricted to one or two designated areas.</p>	M	L	L					
<p><b>Social distancing not being carried out at drop off time.</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Different drop-off points for each year group</li> <li>Staff presence to ensure social distancing and wearing of face coverings</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Infection rates are much reduced outside.</li> </ul>	M	L	L					

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<p style="text-align: center;"><b>Use of cloakroom/toilet areas</b></p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues (see cleaning hazard and controls).</li> </ul>	M	M	M	<p>Areas to be well ventilated using extract fans, windows and doors. Toilet lids installed in adult toilets as well as disinfectant for adult use on toilet seats.</p>	M	L	L			
<p style="text-align: center;"><b>Social distancing not being carried out within the classroom.</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Staff avoid face to face contact as much as is possible.</li> <li>Use of CO2 meters in all class areas (and Owl's Hoot) to aid in ventilation decisions.</li> <li>Parents informed regarding extra layers for parents as we go through colder months and need windows open still (newsletter/email)</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>All classrooms to be well ventilated with doors and windows to be held open as much as possible.</li> <li>Face shields available to all staff members.</li> </ul>	M	L	L			
<p style="text-align: center;"><b>Sharing equipment</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Pupils discouraged from sharing personal equipment (pens etc.)</li> <li>Sharing of equipment between year groups is kept to minimum.</li> </ul>	M	L	L		M	L	L			
<p style="text-align: center;"><b>Social distancing not being carried</b></p>	<p>Staff, pupils, visitors and</p>	<ul style="list-style-type: none"> <li>Pupils to wash hands before and after eating/drinking.</li> </ul>	M	L	L	<p>Staff observe Social Distancing during break times and minimise</p>	M	L	L			

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<p><b>out at break times</b></p>	<p>contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Levels of supervision considered, and additional information needed for supervisors.</li> <li>Procedures identified when First Aid is required.</li> <li>Activities considered, and the range of equipment reduced to minimise risk.</li> <li>Arrangements for 'wet breaks' considered.</li> <li>Year group toilets used at break time by most year groups.</li> <li>Hand washing arrangements/use of sanitiser provision.</li> </ul>				<p>movement around school – staffroom seating limited.</p> <p>Infection rates are much reduced outside.</p>						
<p><b>Social distancing not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>All the potential control measures suggested for break times.</li> <li>Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>Communication with Catering provider (LTS Catering).</li> <li>Arrangements for the cleaning of the area following the consumption of food.</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>Catering provider (external provider or LTS) has own risk assessment which is shared with school.</li> </ul>	M	L	L			



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<b>Social distancing not being carried out at pick up</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Different drop-off points for each year group.</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>Infection rates are much reduced outside.</li> </ul>	L	L	L			
<b>Outdoor play/PE</b>	<p>Staff and pupils</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>All pupils to wash or sanitise hands before and after using</li> </ul>	M	L	L	<p>Sports coach to maintain organisation of play and lunchtime sports equipment.</p> <p>Clubs from January 2021 to be single year group only or totally segregated by year group bubble. No contact sports allowed. Club sizes limited. As before, accurate registers to be kept.</p>	M	L	L			

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		PE/playground/sports equipment.										
<b>Carrying out 1<sup>st</sup> aid</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or</p>	<ul style="list-style-type: none"> <li>A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John’s ambulance guidance (link at end of document).</li> <li>If a child presents symptoms of COVID-19 they will be isolated in the First Aid room and parents called to collect them (signage to go up immediately and door closed).</li> <li>Persons who have symptoms will isolate until a negative test is returned or following a positive test will isolate for 10 days from onset of symptoms or test</li> <li>The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves.</li> <li>Nitrile Gloves conforming BSEN455 will be worn to deliver first aid.</li> <li>Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>The first aider will cover any cuts</li> </ul>	M	L	L	<p><b>All first aid incidents where Covid 19 is believed to be present must be fully investigated and recorded using Assessnet or similar and made RIDDOR reportable. The Headteacher must be informed immediately.</b></p> <p><b>Government guidance states the following: What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</b></p> <p>If anyone develops coronavirus (COVID-19) <a href="#">symptoms</a> in an education setting they must be sent home and advised to follow the <a href="#">staying at home guidance</a>.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the first aid room (if appropriate at that time) or another room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them,</p>	M	L	L			

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	<p>respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>on their hands with waterproof plasters.</p> <ul style="list-style-type: none"> <li>• The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• The first aider will wear goggles (if the person requiring first aid is showing signs of COVID19) conforming BSEN 166.1b.3 to prevent bodily fluids being splashed into the eyes.</li> <li>• A fluid-resistant surgical face mask will be worn by the first aider, if the person is presenting with COVID19 symptoms. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR.</b></li> <li>• After each first aid treatment is given all equipment and surfaces, including goggles and visor used will be cleaned down using a detergent solution. This is followed by disinfection using a solution that contains 1000 parts per million (1000 ppm av.cl.). The goggles and visor are rinsed with clean water after being disinfected to remove any</li> </ul>			<p>move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should 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).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) <a href="#">symptoms</a>, they do not need to go home unless they develop symptoms themselves. They should wash their hands</p>						
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		<p>chemical residue.</p> <ul style="list-style-type: none"> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid.</li> <li>• First aiders have been given information on how to correctly don and doff their PPE.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> <li>• There is a dedicated room for first aid.</li> </ul>				<p>thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find <a href="#">guidance on cleaning in non-healthcare settings</a>.</p> <p>The first aid room has no external door/window so as much as possible the door should be left open, to aid ventilation, unless a person with Covid symptoms present.</p>						
<b>Intimate care</b>		<ul style="list-style-type: none"> <li>• The staff member providing the intimate care will wash</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>		<b>M</b>	<b>L</b>	<b>L</b>			

		<p>hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <ul style="list-style-type: none"> <li>• NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>• Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>• Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they</li> </ul>				<ul style="list-style-type: none"> <li>• We ensure an adequate supply of PPE is available at all times – masks, gloves, aprons, visors</li> </ul>							
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		<p>have always done for this task. This PPE may include:</p> <ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to <b>BS EN 14683:2019 Type IIR</b>.</li> <li>• After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</li> <li>• If contact with the unwell child or young person is necessary, then nitrile/latex disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the</li> </ul>										
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		<p>supervising adult. If a there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> <li>The room is ventilated as much as possible and its use restricted after such use.</li> </ul>											
<b>Social distancing not being carried out during the use of Staff facilities</b>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Staffroom use limited (reduced capacity) with staff making use of own year group spaces.</li> <li>Use of signs to inform of hand washing prior to entering and exiting /using facilities.</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> </ul>	M	L	L			M	L	L			
<b>Social distancing not being carried out during Catering provision</b>	<p>Staff, LTS</p> <p>Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of</p>	<ul style="list-style-type: none"> <li>Establish robust communication links with hot meal provider.</li> <li>Hand cleaning facilities to be available upon entering hall and when leaving.</li> <li>Checking that all pupils' food allergy information is up to date</li> <li>Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> </ul>	M	L	L			M	L	L			

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	COVID19	<ul style="list-style-type: none"> <li>Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons/visors/masks)</li> <li>Lunchtime staff largely allocated to single year groups but if with more than one to be even more strict regarding social distancing.</li> </ul>				Lunchtime staff NOT to cut up food of pupils from FS upwards (limiting close contact).					
<b>Assembly</b>	Staff and pupils  Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Assemblies/Collective Worship are not to take place in hall with multiple year groups (hall only used for PE, dinners and socially distanced meetings).</li> </ul>	L	L	L	This activity should be eliminated until further notice (assemblies within class or year groups only).	L	L	L		
<b>Cleaning</b>	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting.</li> <li>Hard surfaces to be cleaned with soap and water prior to</li> </ul>	M	L	L	<ul style="list-style-type: none"> <li>Cleaning has been enhanced with extra hours provided in the middle of the day to clean toilets and regularly used areas/touch points.</li> <li>Deep cleaning schedule available to support enhanced clean.</li> <li>Gov.uk <a href="#">guidance</a> to be</li> </ul>	M	L	L		



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		<p>disinfecting.</p> <ul style="list-style-type: none"> <li>• disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home.</li> <li>• Please refer to the school's COSHH risk assessments for further control measures in relation to</li> </ul>				<p>monitored to ensure the most up to date information is always available.</p> <ul style="list-style-type: none"> <li>• Cleaners have received specific training.</li> <li>• See link to specific RA <a href="#">N:\Coronavirus\Deep Cleaning for Influenza Virus Template Risk assessment 2020 covid-19.doc</a></li> <li>• Anti-bacterial spray and hygiene roll will be provided to every classroom.</li> <li>• Frequent communication as required with POs and cleaning contractor to provide updates and feedback.</li> <li>• New cleaning schedules with signed check-sheets introduced and increased regularity.</li> </ul>							
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		<p>cleaning chemicals used.</p> <ul style="list-style-type: none"> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly.</li> <li>• Lidded bins are available in all class and administrative areas.</li> </ul>										
<b>Carrying out daily building maintenance</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• If practicable, social distancing is maintained throughout working procedures.</li> </ul>	M	L	L		M	L	L			
<b>Building reopening after full or partial closure during COVID19</b>	Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications.</li> </ul>	M	L	L	Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance.	M	L	L			
<b>Contractors</b>	Staff, pupils,	<ul style="list-style-type: none"> <li>• Any documentation required is</li> </ul>	L	L	L	Contractor contact details will be	L	L	L			

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<b>working on site</b>	parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	sent/received prior to the contractor arriving on site. <ul style="list-style-type: none"> <li>• Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> <li>• Records of contractor's details should be kept for 21 days to assist with track and trace if necessary.</li> </ul>				kept by the school office to aid Track and Trace.						
<b>Breakfast and after school clubs</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Outdoor facilities are used where practicable.</li> <li>• (See hazards and control measures above for the management of activities i.e. cleaning, 1<sup>st</sup> aid)</li> </ul>	M	L	L	The preschool base is used as the base for both FS and Preschool before and after school care. Attendees are consistent.  Owl's Hoot is used for before and after school care from yr 1 upwards (i.e. mixed year groups) but numbers are limited and consistent.  No parents to enter building at drop-off or pick-up.	M	L	L			
<b>Deliveries &amp; Waste collection</b>	Staff, pupils, visitors and contractors.  <i>Reduced infection control which may result in spread of COVID19</i>	If practicable drivers should wash or clean their hands before unloading goods and materials.  Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed &	M	L	L		M	L	L			

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		<p>dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>										
<b>Emergency procedures</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Any changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> </ul>	<b>M</b>	<b>L</b>	<b>L</b>	Continued, regular fire drills.	<b>M</b>	<b>L</b>	<b>L</b>			

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<p><b>Students and staff returning to school after a period of self-isolation due to a confirmed covid 19 case within the family or bubble</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<p>Accurate logs are kept of pupils self-isolating or returning from a 'red-list' country to ensure they do not return before they should. Form to be signed and dated.</p> <p>School devised case logs are kept for staff and pupils in order to be able to discuss the pattern of cases with PHE/LA</p>	<p>M</p>	<p>L</p>	<p>L</p>		<p>M</p>	<p>L</p>	<p>L</p>			
<p><b>Risk of exposure to covid-19 of other vulnerable groups particularly BAME who are disproportionately affected by the virus</b></p>		<p>Communicate with this group of staff and identify any further risks, completing, where appropriate an individual RA.</p> <ul style="list-style-type: none"> <li>● Identify any underlying health conditions which may exacerbate the virus</li> <li>● deal with the individuals on a case by case basis and risk assess in the same way as we deal with the other vulnerable employees if they are required and willing to be at school (and taking into account, for example, whether Extremely Clinically Vulnerable or Clinically Vulnerable)</li> </ul>	<p>M</p>	<p>L</p>	<p>L</p>	<p>RA completed for all pregnant staff members and any other individuals of concern. Copy kept by school and by individual staff members.</p>	<p>M</p>	<p>L</p>	<p>L</p>			

Source:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (16th June)

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Legionella risks during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**Guidance for food businesses on coronavirus (COVID-19)**

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Children who should be advised to 'shield'**

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

**Coronavirus (COVID-19): safer travel guidance for passengers**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Testing and tracing for coronavirus**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**COVID-19: guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Coronavirus (COVID-19): getting tested**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Contacts: PHE health protection teams (PHE has been disbanded, awaiting further updates)**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>


**OAK TRUST SCHOOL RISK ASSESSMENT**

- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
  
- **Contact for PPE orders if you have difficulties with your own suppliers:**  
 Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
 Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)  
 Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)

Risk Assessor (s) Name(s):	Kirk Hayles (in conjunction with Paul Clarke)	Risk Assessor(s) Signature (S):	



**OAK TRUST SCHOOL RISK ASSESSMENT**

Authorised By:	Kirk Hayles	Authoriser Signature:		<b>Initial</b>
Date Conducted:	Aug 4, 2020	Date of Next Review:	W/c April 12, 2021	
		Date of Review:	January 2020	KH
		Date of Review:	November 2021	KH
		Date of Review:		
		Date of Review:		

<b>Potential Severity of Harm</b>	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>

**OAK TRUST SCHOOL RISK ASSESSMENT**

	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
<b>Likelihood of Harm Occurring</b>				

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.