

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

Activities Covered by this Assessment	January 2021 reviewed Risk Assessment		
Site Address / Location	Overdale Junior School	Department / Service / Team	All OAK MAT Departments

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) Where recommended, the use of face coverings in schools.

- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 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.

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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 ?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 7 days. Anyone developing COVID19 symptoms is sent home. Persons who have symptoms will isolate for at least 7 days and will not be in school. 	M	L	L	<ul style="list-style-type: none"> Engage with the NHS test and trace. (See above pg. 1) 	M	L	L			
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in	<ul style="list-style-type: none"> A pupil awaiting to be collected, is moved, if possible, to a room 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. 	M	L	L	<ul style="list-style-type: none"> PHE (or their replacement body) will be publishing revised guidance for non-health care settings by the end of the summer 	M	L	L			

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	spread of COVID19	<ul style="list-style-type: none"> • Windows are open for ventilation. • PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. • The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard) • 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. 				term						
Staff exiting cars in staff car park	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Staff are encouraged to cycle or walk to work. • Every other car parking space is left empty where practicable. • Reverse parking only where practicable. • Courtesy when alighting cars to maintain 2m distance. 	M	L	L	PO to monitor situation and share concerns of inappropriate car park usage. Infection rates are much reduced outside.	M	L	L			
Groups arriving and leaving school (Start and end of the day)	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Start and finish times are staggered • Heavy staff presence to ensure social distancing • Observe correct use of path and roads • Two entrances and three exits. • Avoid queuing. Y5&6 to line up in 	M	L	L							

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		<p>classes on the playground and not wait at gates to avoid mixing.</p> <ul style="list-style-type: none"> Everyone urged to not arrive early and queue. 										
Use of public transport/school buses	<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"> Pupils and staff are encouraged to cycle or walk to work. Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls Children should sit in the same groups every day. Social distancing to be observed while queuing Correct donning and doffing of face masks to be observed 	M	L	L	<ul style="list-style-type: none"> Masks to be worn at all times on the bus with hand sanitiser available at drop off point Mask disposal bins also available at drop off point Social distancing to be practised where possible. 	M	L	L			
Face coverings on site	<p>Staff, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> All site users (except children) are to wear face coverings whilst on site dropping/collecting pupils off at school. Visitors are to wear face coverings for pre-arranged meetings or to carry out work. Staff are to wear face coverings in communal areas and at the start/end of day when with parents/carers. Hands are washed/sanitised when face coverings are touched. 	M	L	L	<ul style="list-style-type: none"> Hands sanitised or washed when face coverings are touched. 	M	L	L			

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<p style="text-align: center;">Visitors to site</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"> • Visitors to site are restricted. • Only visitors with prearranged appointments are allowed on site. • 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. 	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 COVID-19:Guidance for households with possible infection guidance. Hand Sanitiser provided on entrance to school reception. Where possible visitors are restricted to one or two designated areas.</p>	M	L	L			
<p style="text-align: center;">Social distancing not being carried out at drop off time.</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"> • Drop off times are staggered. • Arrangements for drop off are communicated to staff, pupils and parents/guardian in advance. • Only one parent/guardian attends the school. • Access to site and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • One-way systems are used around the site. 	M	L	L	<ul style="list-style-type: none"> • All schools to use their separate entrances to facilitate an effective one way system. • Infection rates are much reduced outside. • Parents / carers made aware that gathering outside school at drop off times is forbidden. 	M	L	L			
<p style="text-align: center;">Use of cloakroom/toilet</p>	<p>Staff and pupils Reduced infection</p>	<ul style="list-style-type: none"> • Pupils remain in their outdoor clothing until they are in their 	M	M	M	<p>Restricted numbers of pupils allowed in toilets/cloakrooms at one time.</p>	M	L	L			

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<p>areas</p>	<p>control which may result in spread of COVID19</p>	<p>allocated classroom.</p> <ul style="list-style-type: none"> • Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). • There are separate Y3/4 and Y5/6 toilets to avoid mixing. • One pupil from each class at any one time to be in the toilet to reduce numbers and contacts. 				<p>Areas to be well ventilated using extract fans, windows and doors.</p>						
<p>Social distancing not being carried out within the classroom.</p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Arrangements for the day are communicated to staff, pupils and parents/guardian. • Staff and pupils remain in year groups/bubbles unless staff need to cross-bubble • Consistent groups/bubbles are maintained as far as is reasonably practicable • The group distance themselves from other groups. • Staff remain at the front of the class, as far as is reasonably practicable and 2m apart from pupils and colleagues. 	M	L	L	<ul style="list-style-type: none"> • DfE guidance for music activities will be published shortly. • All classrooms to be well ventilated with doors and windows to be held open as much as possible. • Face shields available to all staff members. 	M	L	L			

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		<ul style="list-style-type: none"> • Staff and pupils avoid face to face contact. • Desks are placed as far apart as possible. • Pupils are seated side to side and face forward. • Any equipment used is cleaned frequently and meticulously between groups/bubbles or rotated to allow them to be left unused and out of reach for 48hrs (72 hrs for plastics). 				<ul style="list-style-type: none"> • Individual, site specific risk assessments should be undertaken for science, D&T and PE departments. 				
Sharing equipment	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> • Pupils do not share equipment where possible • Teaching resources are discouraged/not removed from the setting. • Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 				Staff will mark the books of their own bubble and will wash/sanitize their hands between each book.				
Social distancing not being carried out at break times	Staff, pupils, visitors and contractors	<ul style="list-style-type: none"> • Break times are staggered and timings identified and communicated. 				Staff observe Social Distancing during break times and minimise movement around school				

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	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Pupils to wash hands before and after eating/drinking. • All groups/bubbles clearly identified and maintained and not mixed. • Movement around school via a one-way system where possible. • Allocation of dedicated areas outside for small groups/bubbles. • Levels of supervision considered, and additional information needed for supervisors. • Procedures identified when First Aid is required. • Activities considered, and the range of equipment reduced to minimise risk. • Arrangements for the cleaning of equipment following activities/between small group use and by whom. • Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be 				<p>Social distancing signage to be installed outside and inside.</p> <p>Zoned areas to be allocated to corresponding student group numbers or pupil bubbles and illustrated with a plan.</p> <p>Infection rates are much reduced outside.</p>						
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		<p>monitored.</p> <ul style="list-style-type: none"> • Hand washing arrangements/use of sanitiser provision. • Flexibility on length of breaks • How these periods are monitored for effectiveness and how issues are reported. 									
<p>Social distancing not being carried out at lunch time</p>	<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"> • All the potential control measures suggested for break times. • Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. Hand cleaning facilities to be available upon entering and exiting the hall/dining area. • Pupils eat in their classrooms • Tables to be cleaned before they eat • Communication with Catering provider (External or LTS Catering). • Cutlery and plates etc. not to be shared. • Kitchen staff deliver the hot food in warm boxes to classrooms and 			<ul style="list-style-type: none"> • Catering provider (external provider or LTS) has own risk assessment which is shared with school. <p>Packed lunches to be taken to the children in their own classes. Tables will be cleaned before and after the children eat.</p> <p>Hot food may be served as a takeaway to avoid the use of plates, cutlery etc.</p> <p>Staff will need to bring their own packed lunch.</p>						

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		<p>OJS staff distribute.</p> <ul style="list-style-type: none"> • Kitchen staff not to enter classrooms. • OJS staff collect cutlery and boxes and take to reception. • If activity is carried out by external provider has a risk assessment been completed by them and shared. • OJS staff clean tables for afternoon lesson use. • Cleaning regimes to be established for after eating packed lunches, wherever this may be 										
<p>Social distancing not being carried out at pick up</p>	<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"> • Pick up times staggered. • Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance. • Only one parent/guardian attends the school. • Egress to schools and pupils' classrooms are communicated to pupils, parent and guardian before arrival to the site. • Direct egress to the pupils 				<ul style="list-style-type: none"> • Queuing systems and marking on pathways will be in place where traffic is likely to be high. • Where two schools are located on the same site closing times are staggered • Infection rates are much reduced outside. 						

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		<ul style="list-style-type: none"> • Cleaning and disinfecting of playground, PE and sports equipment is conducted before and after use by wraparound care providers. • Teacher ensuring social distancing is in place. • Only allow one bubble/group within a specific outside area any one time. • Contact sports will be avoided. • 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. • Minimise contact between individuals and maintain social distancing wherever possible. • All pupils to wash or sanitise hands before and after using PE/playground/sports equipment. 				<p>equipment with a disinfectant or sanitiser</p> <ul style="list-style-type: none"> • (chlorine 1000 parts per million) 							
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		<ul style="list-style-type: none"> • Bins with lids are provided in areas where PE is taking place to bin any tissues used for respiratory hygiene. • Tissues are kept with the teacher to facilitate “catch it, bin it, kill it”, this will help with good respiratory hygiene. 										
<p>Carrying out 1st aid</p>	<p>First Aider Person being treated by the first aider. (Carrying out 1st 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</p>	<ul style="list-style-type: none"> • 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). • If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. • Persons who have symptoms will isolate for 10 days and will not be in school. • The first aider will wash their hands for at least 20 seconds with soap and water before donning gloves. • Nitrile Gloves conforming BSEN455 will be worn to deliver 				<p>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.</p> <p>Government guidance states the following: What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</p> <p>If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and</p>						

	<p>infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>first aid.</p> <ul style="list-style-type: none"> • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with water proof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • 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. • 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 BS EN 14683:2019 Type IIR. • 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 			<p>advised to follow the staying at home guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a 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, 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</p>						
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		<p>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 chemical residue.</p> <ul style="list-style-type: none"> • 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. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. • 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. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their 				<p>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) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20</p>								
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		<p>hands with soap and water for at least 20 seconds before commencing any further work.</p> <ul style="list-style-type: none"> • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. • The room is well ventilated at all times. 			<p>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 guidance on cleaning in non-healthcare settings.</p>						
<p>Intimate care</p>		<ul style="list-style-type: none"> • The staff member providing the intimate care will wash 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. • NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. 									

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		<ul style="list-style-type: none"> • 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. • 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 have always done for this task. This PPE may include: <p>(Please delete as appropriate)</p> <p>Gloves Goggles Apron Mask Visor</p>			<ul style="list-style-type: none"> • Ensure an adequate supply for PPE is procured from your usual supplier. Contact for PPE orders if you have difficulties with your own suppliers: • Leicester City: icrs.service@leicester.gov.uk • Leicester County: enquirylinequality&contracts@leics.gov.uk • Rutland: PPE@rutland.gov.uk 						
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		<ul style="list-style-type: none"> • 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 BS EN 14683:2019 Type IIR. • 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. • 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 				<ul style="list-style-type: none"> • Ensure aprons, nitrile/latex disposable gloves and splash resistant goggles are procured. These should be procured through the school's normal supply chain, should this fail they may be able to be procured from the local resilience forum (LRF) 								
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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"> The room is well ventilated at all times. 								
<p>Social distancing not being carried out during the use of Staff facilities</p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible 3 staff rooms (hall is used as a large space and marked out to separate 3 groups) Staggering of break times to reduce numbers Use of signs to inform of hand washing prior to entering and exiting /using facilities. Use of signs to inform of hand washing prior to entering/using facilities. Shared crockery and cutlery are removed. Reusable sponges are removed Cleaning of room between use Operation of dishwasher/water dispensers' procedures displayed 				<ul style="list-style-type: none"> Tea towels removed and replaced with paper hygiene rolls. Staff encouraged to use outside facilities when weather permits. Consider using the school hall or similar large space. 				

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<p>Social distancing not being carried out during Catering provision</p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls • Hand cleaning facilities to be available upon entering hall and when leaving • Confirm how pupils will receive their meal - brought to them. (Meals may be pre-packed) • Checking that all pupils' food allergy information is up to date • Delivery arrangements for meals if not cooked on site to maintain social distancing • After service collection arrangements for containers (Communication with provider) • Service arrangements • Facilities to stagger service times to avoid congestion and contact • Staffing required to extend service times (Internal and external staffing) • Clearing of classroom carried out by OJS staff. • Consider additional training that will be required by lunchtime supervisors and what additional 										
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		protective equipment will be required. (Gloves/aprons)								
Unable to fully open due to staff shortages	Staff and pupils Pupils will need to learn from home.	<ul style="list-style-type: none"> Staff are reminded of the Covid safety measures. RAs are carried out as soon as staff inform SLT they are unavailable. Supply teachers or other members of staff are deployed if available Classes are closed as a last resort if there are not suitable staff to teach them or able to take care of needs or too many members of staff are not available. 				Each weekly briefing reminds staff of the covid measures in place Contingency plans are ready to be put into action as and when they are needed				
Assembly	Staff and pupils Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> Assemblies/Collective Worship (CW) are not to take place. Head/teaching staff addresses individual groups, within their classroom. CW in classroom - socially distanced. Measure 2x2 metre squares and mark them out for the children to sit within their allocated group. 				This activity should be eliminated until further notice				
Cleaning	Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> 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. A record of each 				<ul style="list-style-type: none"> Consider increasing hours of cleaning staff 				

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		<p>cleaning/disinfecting activity is recorded to include what has been cleaned, by who, when and how.</p> <ul style="list-style-type: none"> • Hard surfaces are cleaned with soap and water/standard detergent prior to disinfecting. • Hard surfaces to be cleaned with soap and water prior to disinfecting. • 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. • 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. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. 				<p>to enhance the cleaning regime.</p> <ul style="list-style-type: none"> • Deep cleaning schedule available to support enhanced clean. • Gov.uk guidance to be monitored to ensure the most up to date information is always available. • Cleaners have received specific training. • See link to specific RA N:\Coronavirus\Deep Cleaning for Influenza Virus Template Risk assessment 2020 covid-19.doc • Anti-bacterial spray and hygiene roll will be provided to every classroom. • Weekly meetings (or more frequent if required) will be held with cleaning staff and PO's to provide updates and feedback. • 								
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OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

		<ul style="list-style-type: none"> • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. Staff are told not to bring cleaning products from home. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Bin liners are used in all bins and bins are emptied into the external waste bin/skip regularly. 										
<p>Carrying out daily building maintenance</p>	<p>Staff and pupils. Reduced infection control which</p>	<ul style="list-style-type: none"> • General maintenance is carried out when the school is closed to staff and pupils. (See lone working 										

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

	may result in spread of COVID19	<p>risk assessment).</p> <ul style="list-style-type: none"> • Only essential maintenance is carried out during school opening hours. • Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. • If practicable, social distancing is maintained throughout working procedures. 								
Building reopening after full or partial closure during COVID19	<p>Staff, pupils, visitors, contractors. Legionella Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> • Hot and cold-water systems are flushed before the school reopens. • Ventilation systems are adjusted as necessary to ensure the systems are compliant with current COVID19 specifications. 				<ul style="list-style-type: none"> • Heating and ventilation contractors should be contacted, to review the mechanical ventilation systems and adjust as necessary in accordance with industry guidance. 				
Contractors working on site	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of</p>	<ul style="list-style-type: none"> • Contracted work is carried out when the school is closed to staff and pupils. • Any documentation required is sent/received prior to the contractor arriving on site. • Safe systems of work/Risk assessment, which include COVID19 control measures, are 								

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

	COVID19	<p>received and agreed by the school before work commences.</p> <ul style="list-style-type: none"> Records of contractor's details should be kept for 21 days to assist with track and trace if necessary. 								
Breakfast and after school clubs	<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"> Consistent groups/bubbles are maintained as far as is reasonably practicable Outdoor facilities are used where practicable. (See hazards and control measures above for the management of activities i.e. cleaning, 1st aid) 				<ul style="list-style-type: none"> A risk assessment should be obtained for any activity taking place out of school hours. This should contain controls to reduce the spread of COVID19. <p>2m social distancing is to be maintained as far as is practical and numbers limited to a manageable level.</p> <p>Staffing levels should be equal to increased levels of supervision</p> <p>Collection and drop off procedures are to be pre-arranged and closely managed by the school.</p>				
Deliveries & Waste collection	<p>Staff, pupils, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of</i></p>	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p>								

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

	<p><i>COVID19</i></p> <p>Hands are to be thoroughly washed & 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> <p>It is understood that deliveries will not be signed for.</p>								
<p>Emergency procedures</p>	<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"> • Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. • Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). • Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 			<p>Consider carrying out drills in smaller groups i.e. year groups</p>				

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

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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>
- **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/>

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- **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
 Leicester County: enquirylinequality&contracts@leics.gov.uk
 Rutland: PPE@rutland.gov.uk

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

situation?	<ol style="list-style-type: none"> 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: 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 Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure. 4. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):	Paul Clarke	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	23 rd August 2020	Date of Next Review:	23 rd September 2020	
		Date of Review:	November 2020	MEv
		Date of Review:	3 rd January 2020	MEv
		Date of Review:		

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

Date of Review:

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.	
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	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.
Medium	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.

OAK TRUST OUTLINE FULL OPENING OF SCHOOLS RISK ASSESSMENT

High

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 **High**, 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.