

RISK ASSESSMENT – COVID-19

	OAKFIELD PRIMARY SCHOOL									
Date of Assessment:	01/09/2020		Review Date:	3.9.20 and weekly (Thursday) or when new guidance is released						
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	340
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19. Updated in conjunction with Department for Education advice September 2020 and related updates
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Hazard	Control Measures	Further Actions
Lack of Information to Children	<p>Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method.</p> <p>Power point to be delivered on first day back prepared by SW</p> <p>Bubble rules to be shared and displayed</p> <p>Children are being provided with specific information on hygiene during normal lessons.</p> <p>Children to wash hands on entry, after break, before and after lunch, before home time and at any other time deemed appropriate</p>	<p>Staff to reiterate the need for good hygiene on a daily basis.</p> <p>Staff to continue to lead classroom supervised handwashing sessions as detailed</p>

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<p>Lack of Information</p>	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) (https://www.gov.uk/coronavirus), • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (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), • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) https://www.hse.gov.uk/news/coronavirus.htm <p>Updates are passed to all staff members to ensure that they are kept informed. There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus. Posters are displayed in toilets and around the school and at exit and entrance points.</p>	<p>The latest information to continue to be cascaded to all staff and parents as appropriate by Head teacher.</p>

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Use of Personal Protective Equipment	<p>The wearing of a face covering or face mask in school is not recommended by the DfE in Primary settings</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way.</p> <p>In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should also be worn.</p> <p>RB and TB designated first contact for medical issues</p>	<p>Weekly audit to ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.</p> <p>Weekly battery check for contactless thermometers to check temperature and pinpoint health at a given time if the hid is displaying symptoms. If high temperature recorded flow chart to be followed.</p>
Shielded Persons	<p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend school and should remain at home.</p> <p>Employees who are classified as clinically extremely vulnerable should not attend work and should remain at home – staff have been provided with guidance and a form to complete for clarification</p> <p>Clinically vulnerable employees can work but should be reminded of the social distancing regulations.</p> <p>Any person living with other persons who are categorised as clinically vulnerable (but not extremely clinically vulnerable) are permitted to attend school as normal.</p> <p>This shall be reviewed in accordance with government guidance.</p>	<p>Medical records for children are updated with any changes and kept on file</p>
Large Class Sizes	<p>It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.</p> <p>For primary school children class sizes should be split so that group sizes do not exceed 30 pupils following DfE guidance.</p> <p>Desks should be organised to face forwards from years 2-6</p>	

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Contact with Others	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible in older children and staff</p> <p>Timetables will be modified to ensure that breaks, and drop-off / collection times are manageable</p> <p>Entrances and exits to school have been designated for specific year groups and information shared with parents, children and staff</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Cohorts of children will be kept together wherever possible so that there is not a mixing of pupils or staff. Timetables have been produced to accommodate this</p> <p>Outside areas will be accessed directly from classrooms using external doors where possible to minimise use of corridors.</p> <p>Outside area has been zoned and timetables for use provided.</p> <p>Toilets will be monitored to ensure that there is not overcrowding – 2 max and signage displayed</p> <p>The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>Stationery and other equipment should not be shared wherever possible</p> <p>Personal equipment will be provided and retained for own use</p> <p>If equipment is shared, then this will be cleaned thoroughly and regularly.</p> <p>Other resources eg reading books, are quarantined after use.</p> <p>No access into school for non essential visitors.</p> <p>Any essential visitors should be pre arranged and provide details to Reception staff for track and trace purposes and follow our visitors protocol.</p> <p>Our Early Years staff has accessed a webinar from the LA and have modified their setting accordingly.</p>	<p>Staff to continue to monitor gates at entry and exit times.</p> <p>All staff to remain vigilant</p>
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<p>Housekeeping</p>	<p>Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible. Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly. Blue roll and anti bac to be provided in each room used to ensure surfaces and contact points are regularly wiped. Office staff to anti bac contact points per timetable. Housekeeping staff are trained in the correct use of cleaning equipment and chemicals. The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.</p>	<p>A weekly inventory of the cleaning stock will be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p>

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<p>Transmission of Virus / Hygiene</p>	<p>All persons on school are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none">• washing hands with soap and water often – do this for at least 20 seconds at least 5 times during the day• washing hands when you get home or into work.• using hand sanitiser gel if soap and water are not available.• covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.• put used tissues in the bin straight away and wash hands afterwards.• do not touch your eyes, nose or mouth if your hands are not clean. <p>All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Hand sanitiser in classrooms, common areas.</p> <p>Soap and water in classrooms for children and staff to wash hands per timetable as before.</p> <p>Bins will be emptied regularly, especially those used for disposing of tissues, tied, bagged and left outside.</p> <p>Recycling boxes to be used for scrap paper as usual</p> <p>Singing and Chanting must not take place. Musical instruments must be cleaned thoroughly after use.</p>	
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Emergency Procedures	<p>The fire procedure remains the same collection point with social distancing to be observed and staff to support.</p> <p>As doors as propped open to minimise contact SW and ES to close on exiting the building</p> <p>The Safeguarding policy and the behaviour policy remain valid as the signed home school agreement supports all policies.</p>	
Contingency Plans – Future lockdown periods	<p>School subscriptions in place for numerous online learning resources, eg active learn, bug club.</p> <p>Oak National Academy signposted on website</p> <p>Remote learning Platform Office 365 in place.</p> <p>School Dojo system in place (used in June/July)</p> <p>Paper resources available where preferred or no tech available.</p> <p>All resources will follow the school’s curriculum sequence and are of a high quality to support remote learning.</p> <p>Oakfield offers a broad and ambitious curriculum which caters for all pupils individual needs</p> <p>In order to support children’s learning, guidance for parents will be available where needed.</p>	

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<p>Employees Becoming Unwell</p>	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms.</p> <p>Employees are instructed to remain at home at the first onset of any symptoms and to contact the school who will advise them of current procedures.</p> <p>Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe). They should book in for a test. If a positive response is received, areas should be deep cleaned and relevant adults and children who have come into contact with person informed.</p>	<p>Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19.</p> <p>Lines of communication to remain open</p>

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<p style="text-align: center;">Pupils Becoming Unwell</p>	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive. If children waiting to be collected require the toilet then they should use a sperate toilet if possible and this will be disinfected using normal cleaning products before being used by anyone else. If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn. The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	
<p>Confirmed Case of COVID-19</p>	<p>If any pupil or employee tests positive for COVID-19, then the school will seek advice from Public Health England regarding the sending home of bubbles.</p>	<p>SLT to be aware of the most recent guidance.</p>
<p>Air Conditioning</p>	<p>Air conditioning systems not to be used</p>	

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Visitors	<p>Only essential visitors should be permitted to attend school if possible.</p> <p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Visitors are instructed to wash hands on arrival at the site and when leaving.</p> <p>Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>If a visitor refuses to follow the school’s policies in any way then they are to be removed from site immediately.</p> <p>Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p> <p>All visitors will be asked to complete track and trace information.</p>	<p>Ensure that information posters and notices are prominently displayed in reception areas.</p>

Name of Assessor:	Sarah Williams	Signature:	
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