



RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School	Date of assessment	Review date	
The Oaks Academy	23.10.20	13.11.20	
Name and Position of Assessor(s):	Emma Hooley	Assessor(s) Signature:	E. Hooley
Headteacher's Name:	Emma Hooley	Headteacher's signature:	E. Hooley
Chair of Governor's Name:	Dianne Sinclair	Chair's signature	

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place

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4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

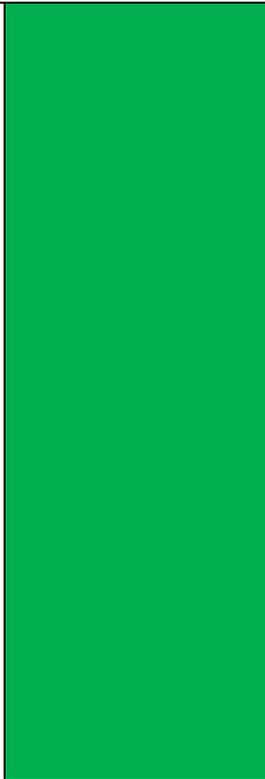
Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms, Testing and Managing a Local Outbreak				

<p>The response to someone displaying symptoms is not rapid enough and leads to infection of others.</p>	<p>Staff/Students and Visitors</p>	<p>Clear guidance in place to students and staff about not attending school if displaying symptoms.</p> <p>Room allocated for immediate isolation of anyone displaying symptoms, while arrangements can be made for them to be sent home.</p> <p>Procedures in place for use of PPE when attending to a student/staff member displaying symptoms.</p> <p>Procedures in place for enhanced cleaning of isolation space.</p> <p>Tests to be requested immediately by student/parent/staff member, where symptoms identified.</p> <p>System in place to keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.</p>		
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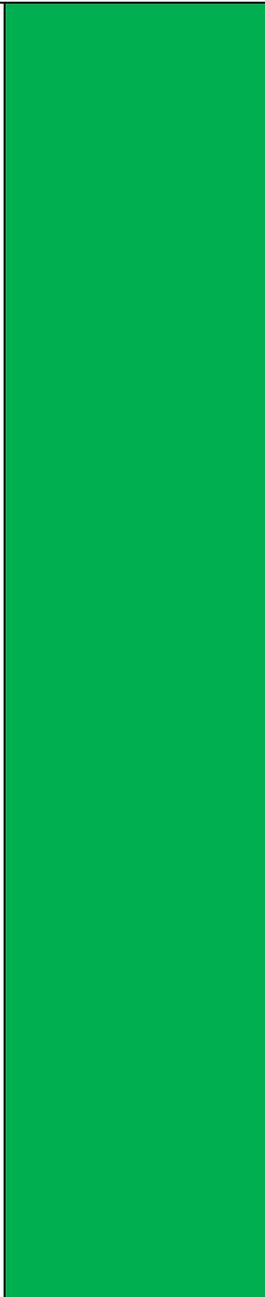
Inadequate arrangements for remote learning in place, resulting in inadequate education provision.	Pupils	Devices loaned to students, who do not have access at home. Support in place, for students, to be able to access 'online' platforms properly, if needed. Support/training in place for staff to be able to deliver 'high quality' online lessons.		
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B. Hygiene and Handwashing

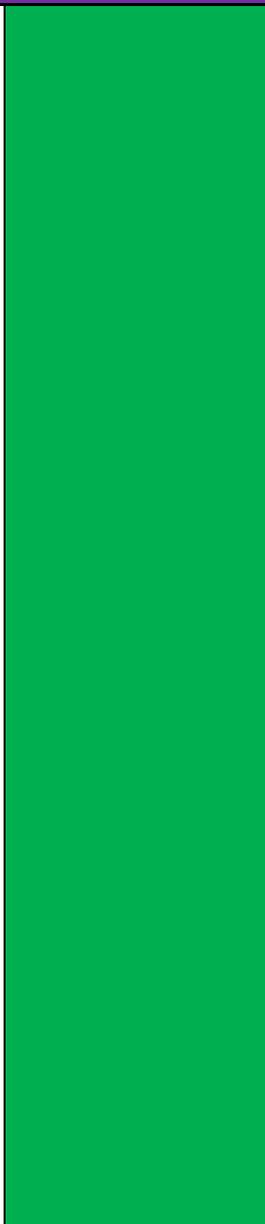
<p>Failure to maintain good hygiene results in increased risk of spread of Covid-19</p>	<p>Students Staff</p>	<p>Resources which are not easily washable or wipeable have been removed by class teachers from all classrooms.</p> <p>The number of hand washing stations have been increased by utilising sinks in classrooms and ensuring supplies of soap are readily available.</p> <p>Hand Sanitiser stations are in the following places:</p> <ul style="list-style-type: none"> - Upon entry to the school - Upon entry to dining room and hall - Upon entry to every classroom - In the staffroom - At every photocopier in the school <p>Increased bins, (lidded bins in classrooms, where possible) and in other key locations around the site for the disposal of tissues and any other waste, they are double bagged and emptied twice throughout the day.</p> <p>Disposable tissues will be available in classrooms and all shared areas to implement the 'catch it, bin it, kill it' approach.</p>		
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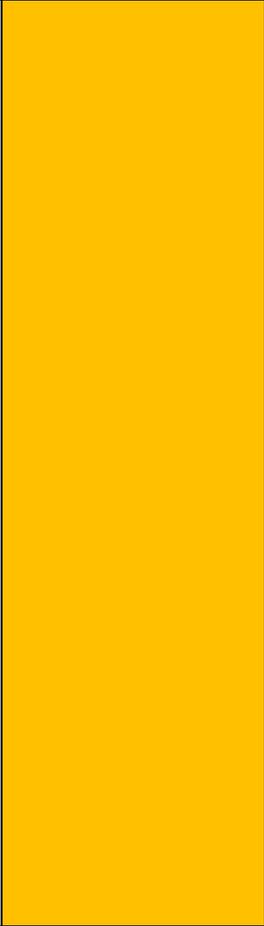
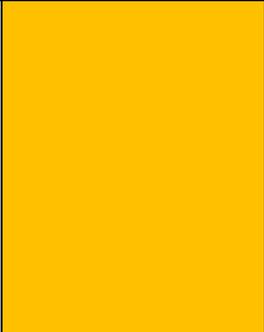
<p>Lack of understanding about handwashing and hygiene requirements results in increased rates of infection</p>	<p>Staff Students</p>	<p>All adults and children are aware of the required cleaning regime – this is regularly promoted in weekly staff briefings, letters home to parents and in form times.</p> <p>Staff will explicitly teach and supervise children around health and hygiene arrangements through form sessions and in PSHE lessons.</p> <p>Principles in place for the marking of exercise books and has been shared with staff. Students are not to take exercise books home.</p> <p>Posters are displayed throughout the school building to encourage consistency on hygiene and handwashing.</p>		
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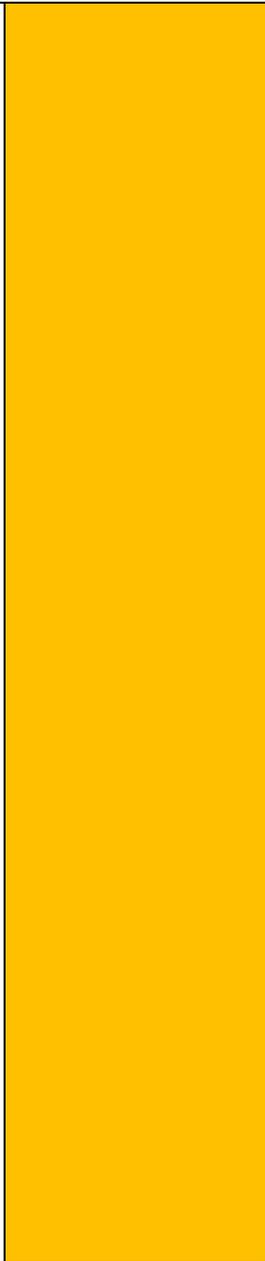
C. Cleaning

<p>Failure to maintain adequate hygiene arrangements increases risk of infection</p>	<p>Staff Students</p>	<p>A detailed plan is in place for enhanced cleaning that sets out the frequency and type of cleaning required. This has been agreed with the cleaning team and site staff.</p> <p>Students will wipe down their own chair and desk before use, with an antiseptic wipe, given upon entry to the classroom.</p> <p>Communal dining areas will be cleaned down between each lunchtime and 'bubble' use.</p> <p>Sufficient cleaning supplies are in place throughout the school and checked on a weekly basis by the site manager</p> <p>Door wedges are used, in all classrooms, to keep doors open/ajar, where appropriate.</p> <p>All windows in classrooms and corridors will remain open at all times to ensure appropriate ventilation. Classroom windows will be open fully at breaks and lunchtimes.</p>		
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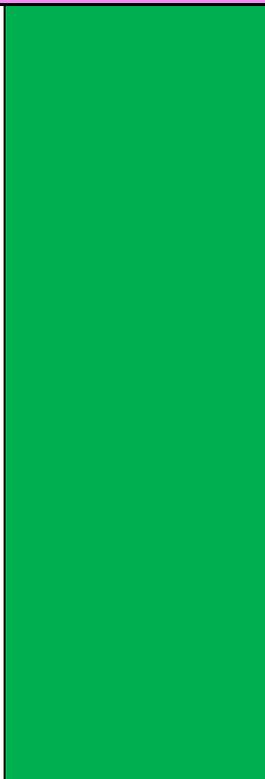
D. Social Distancing

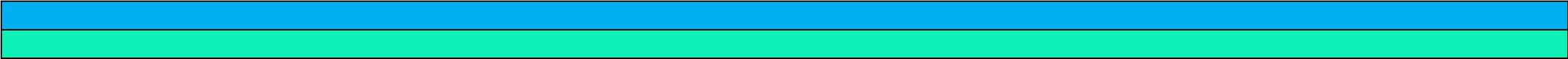
<p>Failure to maintain social distancing results in spread of Covid-19</p>	<p>Students Staff</p>	<p>Students to enter the building, at staggered times, using one entrance and then separated into designated spaces (supervised at all times).</p> <p>Students to be escorted to break and lunch areas and collected for lessons, by class teachers, following these times.</p> <p>Staggered break and lunchtimes in place, to reduce the mixing of 'bubbles' in designated eating and communal areas.</p> <p>Students to be advised to maintain social distancing during breaks and lunches, no 'hugs' or 'hi – fives' etc.</p> <p>One-way system in place throughout the school and clearly signposted (on the floor of the corridor).</p> <p>Designated toilet times, for each 'bubble' in place.</p> <p>A 2-meter distance around Teacher desks is in place and teachers to ensure this is complied with.</p> <p>Teachers advised to use a 'visor' when circulating round a classroom, to help students individually.</p>		
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<p>Groups may not be adequately spaced in light of social distancing guidance, increasing transmission risk</p>	<p>Students Staff</p>	<p>Students to remain in their 'Year Group' bubbles at all times apart from when moving between Periods 1 and 2 and 3 and 4. At this point the one-way system is in operation and all teachers will be on corridors.</p> <p>Students to wear face masks when in a corridor and in indoor communal areas (unless eating).</p> <p>Classrooms to be arranged so that students are facing forwards and agreement with the Headteacher in place, where this would impact negatively on 'learning' e.g. a Science practical investigation.</p> <p>Students to be advised to maintain social distancing during breaks and lunches, no 'hugs' or 'hi – fives' etc.</p> <p>Additional outside furniture in place, so students have the opportunity to 'spread out' during social times.</p>		
<p>Staff are exposed to large and/or varied numbers of students, increasing the risk of transmission</p>	<p>Staff Students</p>	<p>Assemblies/whole year group activities to be conducted virtually.</p> <p>Teachers advised to remain 2 metre distanced from students, at all times.</p> <p>Recommendation to staff to wear a 'visor'. In the classroom, if circulating around the classroom.</p>		

<p>Arrangements do not support social distancing, resulting in increased risk of transmission</p>	<p>Students Staff</p>	<p>Arrangements for lunch and break times ensure that children do not mix with other year groups and are limited to accessing designated areas only.</p> <p>Arrangements have been made for staff to remain at a safe distance from each other at lunchtime or during breaks, this includes social distancing of the staff room and a one person only policy in the staff kitchen area.</p> <p>Plans to ensure that toilets do not become crowded are in place</p>		
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E. Personal Protective Equipment (PPE)

<p>Lack of suitable PPE for relevant staff increases transmission and infection risk</p>	<p>Students Staff</p>	<p>Adequate supplies of PPE are in place and there are procedures in place to ensure stock levels are regularly monitored.</p> <p>Staff are briefed on PPE, in line with national guidance.</p> <p>Staff have been trained on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.</p> <p>PPE will be stored safely when not in use.</p> <p>There will be clear guidelines in place, for the use of PPE, when administering First Aid.</p>		
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