



RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM MARCH 2021 - carried over and reviewed for new academic year; ongoing.

Name of School		Date of assessment	Review date
The Oaks Academy		October Half Term	30.10.21
Name and Position of Assessor(s):	Kevin Graham (Deputy Headteacher)	Assessor(s) Signature:	
Headteacher's Name:	Peter Kingdom	Headteacher's signature:	
Chair of Governor's Name:		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

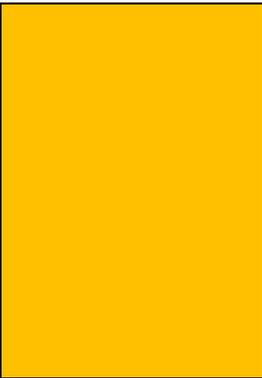
1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)

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5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

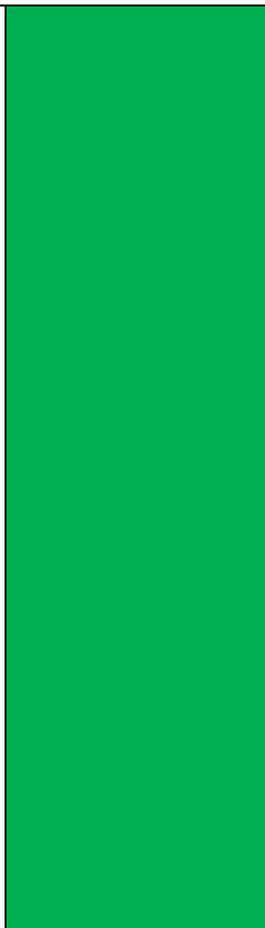
Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms, Testing and Managing a Local Outbreak				

<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>Home testing kits supplied to students and staff on a three weekly cycle.</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 spaces through on site cleaner.</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>		<p>Review the local guidance</p> <p>Re-issued instruction to staff</p> <p>Staff support in cleaning spaces</p> <p>Tests made available on request and parents/carers made aware.</p> <p>Seating plans to be consistently reviewed and applied across subjects to allow understanding of risk to others.</p>
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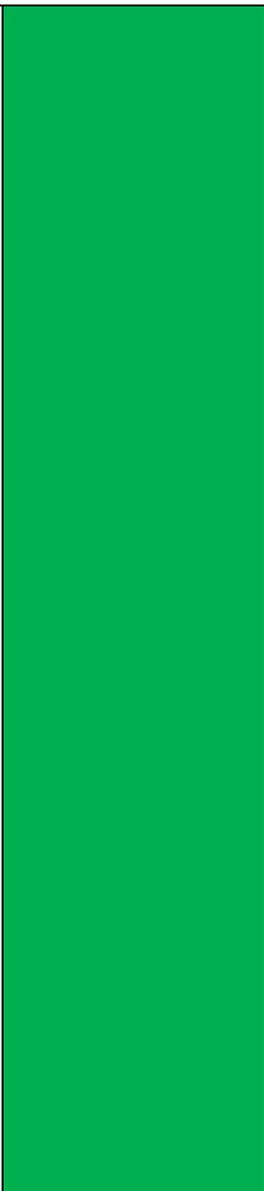
<p>Inadequate arrangements for remote learning in place, resulting in inadequate education provision.</p>	<p>Pupils</p>	<p>Devices loaned to students, who do not have access at home.</p> <p>Support in place, for students, to be able to access 'online' platforms properly, if needed.</p> <p>Continued support/training in place for staff to be able to deliver 'high quality' online lessons.</p>		<p>Use of Teams to support learning</p>
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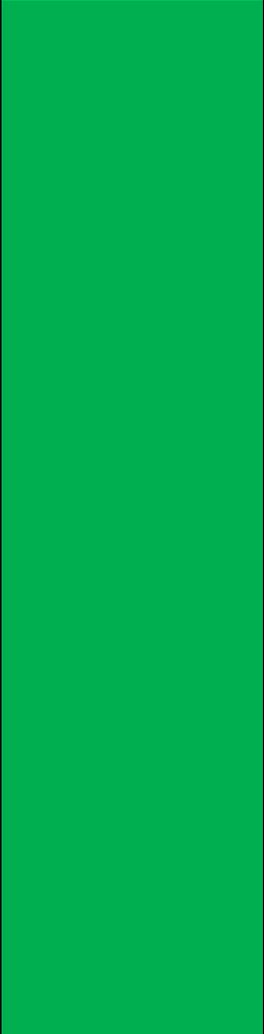
B. Hygiene and Handwashing

<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 and hand sanitiser 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>		<p>Extra wipes, sanitiser and tissues have been ordered and this is to be reviewed weekly.</p> <p>Addition of skin friendly wipes to be introduced.</p> <p>A refocus on hygiene in school built-in to lesson structure and procedures.</p> <p>Masks requested and advised but not mandatory.</p>
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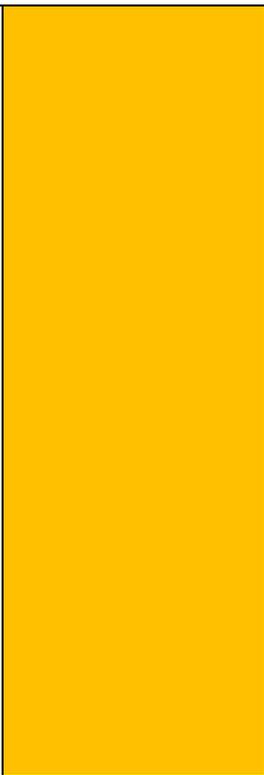
<p>Lack of understanding about handwashing and hygiene requirements results in increased rates of infection</p>	<p>Staff Students</p>	<p>All adults and children are aware of the required cleaning regime – this is regularly promoted in weekly staff briefings, letters home to parents and in form times.</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> <p>Students who display poor hygiene routines are supported and contact is made with home.</p>		<p>A relaunch of hygiene and washing hands to be a part of the reset in September 2021 and again in October (based on increased cases). This is to be an ongoing theme within the form time programme.</p>
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C. Cleaning

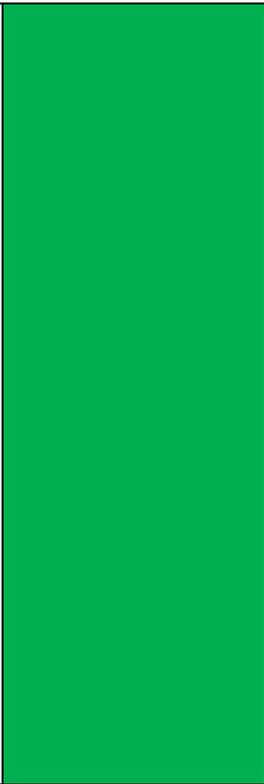
<p>Failure to maintain adequate hygiene arrangements increases risk of infection</p>	<p>Staff Students</p>	<p>A detailed plan is in place for enhanced cleaning that sets out the frequency and type of cleaning required. This has been agreed with the cleaning team and site staff.</p> <p>Communal dining areas will be cleaned down.</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>		<p>Continual reinforcement of guidance to keep doors open when teaching comes from SLT and FLs. This is a school requirement for each day.</p>
<p>D. Social Distancing</p>				

<p>Failure to maintain social distancing results in spread of Covid-19</p>	<p>Students Staff</p>	<p>Students to enter the building, 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>.</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>A 2-metre distance around Teacher desks is in place and teachers to ensure this is complied with.</p>		<p>One-way system back in place</p> <p>Duty staff supporting 'space' during unstructured times.</p> <p>Supervision of the main hall corridor as this is the only two way corridor in the building.</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 and in outdoor spaces (fresh air) The one-way system is in operation and all teachers will be on corridors.</p> <p>Staff and visitors to wear face masks when accessing communal areas and corridors.</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>Additional outside furniture in place, so students have the opportunity to 'spread out' during social times.</p>		<p>Classroom seating is now less of a priority.</p>
<p>Staff are exposed to large and/or varied numbers of students, increasing the risk of transmission</p>	<p>Staff Students</p>	<p>Teachers advised to socially distance from students, at all times.</p>		

<p>Arrangements do not support social distancing, resulting in increased risk of transmission</p>	<p>Students Staff</p>	<p>Staff to ensure that toilets do not become crowded through staff supervising entrance and exit to the facilities.</p> <p>When being transported on the school bus 'all' students must wear a mask at all times (except vulnerable students). Students fill up from the back to avoid unnecessary movement.</p> <p>Staff to ensure that students enter the bus in a calm manner and in single file.</p>		<p>Toilet passes issued and breaks monitored for access control.</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>		<p>Site manager to review stock of PPE each half term</p>
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