

RISK ASSESSMENT

Location: Oak Meadow School

Full Reopening of School to all Staff & Pupils September 2020

Hazard Identification Reference

(a) Confined Spaces	(b) Falls from Height	(c) Lone working	(d) Trip or Slip	(e) environment	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
---------------------	-----------------------	------------------	------------------	-----------------	---------------------	----------------	--------------------------	---------------	-----------------------	----------	---------------	------------

Severity (S)	Likelihood (L)	Risk Factor (R) S x L= R
1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided VERY HIGH

The following risk assessment has been informed by Gov.UK's 'Guidance for Full Opening: 2nd July 2020

Guiding Principles:

- The prevalence of coronavirus has decreased; the NHS Test and Trace system is up and running.
- Returning to school is vital for children's education and their wellbeing. Being out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged pupils. The impact can affect both current levels of learning and children's future ability to learn.
- The risk to children themselves of becoming severely ill from coronavirus is very low and there are negative health impacts of being out of school.
- Lower academic achievement translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life.
- Whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus suggest that staff in educational settings tend not to be at any greater risk from the disease than many occupations. There is no evidence that children transmit the disease any more than adults do.
- Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1st August 2020, all staff and pupils will attend school. Following the following guidance, risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable including those living with extremely clinically vulnerable and clinically vulnerable people.
- The following risk assessment, system of controls and principles effectively minimises risks and ensures that Oak Meadow Primary School can deliver a broad and balanced curriculum.

Systems of Control:

Prevention:

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school.

Clean hands thoroughly more often than usual.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using anti-bacterial cleaning products such as detergents and bleach.

Minimise contact between individuals and maintain social distancing wherever possible.
Where necessary, wear appropriate personal protective equipment, i.e. when administering first aid or personal care.

Response to any infection:

Engage with the NHS Test and Trace process.

Manage confirmed cases of coronavirus amongst the community.

Contain any outbreak by following Local Health Protection Team advice.

In the following risk assessment, the controls in italics refer to either direct quotation from Gov.UK's 'Guidance for Full Opening – Schools' published 2nd July 2020 or is a new addition to the risk assessment.

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Initial Risk			Residual Risk		
Prevention				S	L	R	S	L	R
Contact with others. (e,m)	Pupils Staff Parents/ Carers Visitors	Spread of infection due to close contact with school members.	<ul style="list-style-type: none"> Contact between groups is to be minimised, with all children remaining in their class bubble – as a consistent group. This is especially important, as the youngest children cannot socially distance from staff or from each other and this easily identifies those who may need to self-isolate in the event of a positive case. However, from 20th July 2020, Reception children can mix with others in their bubble. Children to remain in their class bubbles the 'majority of time' but will mix with wider groups for specialist RWI teaching, identified interventions and when accessing Breakfast Club and Funsters. 'Every endeavour will be made to keep class bubbles at least partially separate thus minimising contact between children which will still offer public health benefits as it reduces the network of possible direct transmission.' 'Staff to maintain distance from pupils, ideally 2 metres, when working across bubbles and groups to enable a full educational offer.' 'Pupils' educational care will be provided as normal with an avoidance of face to face contact and a minimisation of time spent within 1 metre of anyone.' 'Classrooms to be adapted to support distancing – including seating pupils side by side and facing forwards – removing unnecessary furniture out of classrooms to make more space if necessary.' Whole school or year group assemblies will not take place in the School Hall or classrooms but via Microsoft Teams. 	2	3	6	2	2	4
Mass arriving and leaving of school. (e,m)	Pupils Staff Parents/ Carers Visitors	Spread of infection due to close contact.	Measures for Arriving and Leaving School 8.30 Year 6 to enter via the MAST entrance. Year 5 to enter via the KS2 door by the DHT's Office. 8.40 Year 4 to enter via the side entrance of the building (adjacent to Coppice perimeter fencing). 8.40 Year 3 to enter via their classroom door, accessible from the KS2 playground. 8.45 Year 2 to enter via their classroom door, accessible from the KS2 playground –	3	3	9	3	2	6

Start and End of Day Collection Times:

Reception: 8.55a.m. - 3.00p.m.
Lunchtime: 11.45 – 1.00p.m.

Year 1: 8.50a.m. - 3.10p.m.
Lunchtime: 12.15p.m. – 1.15p.m.

Year 2: 8.45a.m. - 3.10p.m.
Lunchtime: 12.20p.m. – 1.20p.m.

Year 3: 8.40a.m. - 3.15p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Years 4: 8.40a.m. - 3.15p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Year 5: 8.30a.m. – 3.20p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Year 6: 8.30a.m. – 3.20p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

following the school's pathway past the School's Reception, Hall and side door.

8.50 Year 1 to enter via their classroom door, accessible from the KS1 playground – following the signage through the Reception/ KS1 playground.

8.55 Reception RT to enter via the Yellow Hub's external door and RH to enter via the classroom door.

7.45-8.45 Breakfast Club attendees to enter via a hall door, following the main footpath to the hall.

3.15-5.45 Funsters children to be collected from the School Hall door – adhering to the signage on the premises.

- *Parents/ Carers to be advised to refrain from gathering at the school gates or on the premises – ensuring maintenance of a social distance of 2 metres.*
- *Face coverings are not to be worn on school premises and must be removed upon arrival, disposing of them in a covered bin. Children wearing masks for their journey to school must also remove them upon arrival to the school grounds.*
- *All children must wash their hands for 20 seconds once inside school.*
- *Parents/ Carers to follow the one-way system when dropping off and collecting children, accessing the premises from either the main school/ Peacock Avenue entrance. Parents/ carers must follow the circular pathways leading past and via the Forest school pathway, following the semi-permanent markings and laminated arrows affixed to the fencing. (See photographs in Appendix 1)*

<i>Wearing of school uniform. (m)</i>	<i>Pupils</i>	<i>Spread of infection and transmission of infection via clothing.</i>	<ul style="list-style-type: none">• <i>Full school uniform must be worn.</i>• <i>'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.'</i>	2	3	6	2	2	4
<i>Use of public transport. (a,m)</i>	<i>Parents Pupils</i>	<i>Risk of infection.</i>	<ul style="list-style-type: none">• <i>Where possible, children to be encouraged to walk to school or to use an alternative transport, i.e. cycle or to be walked by another parent/ carer.</i>• <i>Pupils must wash their hands immediately upon arrival in school.</i>	2	3	6	2	2	4
<i>Classroom equipment. (e/m)</i>	<i>Pupils Staff</i>	<i>Spread of infection due to transmission.</i>	<ul style="list-style-type: none">• <i>As the prevalence of coronavirus has decreased, recognising the integral/ essential nature of equipment and resources for effective teaching and learning, classroom-based resources such as books, games, i-pads, e.t.c. can be shared and used within the class bubble.</i>• <i>If whole class-based equipment and resources are used, they are to be cleaned daily after use using anti-bacterial wipes and retained within the class bubble.</i>• <i>Shared resources, such as PE equipment, must be cleaned after use by Soccer 2000 staff/ lunchtime supervisors or rotated to allow them to be left unused and out of pupils' reach for a period of 48 hours.</i>	2	3	6	2	2	4

			<ul style="list-style-type: none"> 'Pupils to limit the equipment they bring into school in bags to essential items only: lunch boxes; hats and coats; reading books and diaries.' 						
Staff receiving a child from parent/ carer. (a/e)	Staff Parent	Spread of infection due to close contact.	<ul style="list-style-type: none"> 'Staff to maintain a 2 metre distance from pupils' and from parents/ carers. 'Upon arrival to school, pupils must wash their hands for 20 seconds, including when they return to class after break, if they change rooms and before and after eating – supervised by staff.' 	2	3	6	2	2	4
Classroom organisation and set up. (a)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> 'Staff to maintain distance from pupils, ideally 2 metres, when working across bubbles and groups to enable a full educational offer.' 'Pupils' educational care will be provided as normal with an avoidance of face to face contact and a minimisation of time spent within 1 metre of anyone.' 'Classrooms to be adapted to support distancing – pupils will be seated side by side and facing forwards towards the interactive whiteboard – removing unnecessary furniture out of classrooms to make more space if necessary.' Children to be allocated their own distinct pencil/ learning equipment for use within their own class bubble/ allocated classroom working space. Tissues will be easily accessible for all children on a central table for pupils to use when coughing or sneezing – throwing the tissue in the bin after one use: 'Catch it, Bin it, Kill it'. Children to wash their hands after coughing or sneezing into a tissue. Drink bottles to remain easily accessible as all water fountains will not be operational, including the outdoor ones. Classrooms to be well-ventilated with doors open and windows, if appropriate, dependent upon the weather. Classroom and group room doors to be wedged open and upon the continuous ringing of the fire bell, door wedges to be removed to allow the doors to close. Fire marshalls to check for door closures in their allotted areas following the continual ringing of the fire bells. A fire drill practice will be undertaken Week beginning Monday 31st August 2020 to ensure all children have practice and confidence in the safe evacuation of the building: Friday 4th September 10.50a.m. 	2	3	6	2	2	4
Classroom lessons. (a)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> All staff must keep a safe distance of 2 metres at all times where possible when teaching. Where children require extra assistance, staff must attempt to maintain a 2-metre distance or provide learning support for a period of no more than 15 minutes in one session. Children's water bottles to be easily accessible within the classroom and are not stored next to others. 	2	3	6	2	2	4
Children's access and requirement to use the toilet	Children Staff	Infection control.	<ul style="list-style-type: none"> Children to be allowed to access the toilet during lesson time. Children to be instructed to wash their hands for 20 seconds after using the toilet. 	2	3	6	2	2	4

during lesson times. (a/e)			<ul style="list-style-type: none"> Upon children's return to the classroom, children must use the hand sanitiser on entering the classroom – refraining from touching classroom doors, which will remain wedged open. 							
Break times. (e)	Children	Spread of infection due to close contact	<ul style="list-style-type: none"> Children informed of the insistence of social distancing whilst outside in their designated play area of the playground, field or MYGA – remaining with their class bubble. Children to refrain from interacting with children from other classes. Supervising staff must keep a 2-metre distance from each other and children at all times – remaining vigilant to avoid children interacting with others from a different class. Children must use the toilet prior to going outside to minimise access back into the building. Children must have a drink both before break time and after it as water fountains will not be operational. 	2	3	6	2	2	4	
Break times – Staffroom. (a)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Staff must sit at least 1 metre apart from each other if choosing to sit within the staffroom, classroom or group room. Staff to remain vigilant at all times in the staffroom, moving away from the work surfaces/ drink making facilities work surfaces to enable other staff members to access the area. Staff to prepare their own drinks/ food and wash and dry their own cups and other crockery and utensils – keeping them distinct from the communal crockery, e.t.c. or by placing them directly in the dishwasher enabling them to be washed appropriately. All work surfaces to be clear of all items other than the tea, coffee, sugar caddies, toasters and microwave. Additional drink making facilities can accessed from the MAST area to avoid a mass/ group gathering. Disinfectant to be available within the staffroom and MAST area at all times for the cleaning of surfaces. 	2	3	6	2	2	4	
Staff's use of the photocopiers. (a0)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Only one staff member at a time is to access the photocopying room. Photocopier control panels to be sanitised using the available antibacterial wipes. Wherever possible, staff to send photocopying requests to Ms Simcox – with a 24 hour return of it to avoid congestion or waiting in the photocopying room. 	2	3	6	2	2	4	

Lunchtime Arrangements:

- 11.45p.m. – Reception children to access the dining room – supported by staff until 12.15p.m. and the arrival of lunchtime supervisors.
- 12.15p.m. – Year 1
- 12.20p.m. – Year 2
- 12.30-1.20p.m. – Years 3 – 6
- Children to eat sandwiches or picnic bags within classrooms thus supporting confinement to their class bubble which minimises movement around school.

Morning and Lunchtime breaks. (a/e)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> Whilst children are on their lunch break, <i>lunchtime supervisors to be responsible for cleaning table surfaces and door handles with a disinfectant wipe or disinfectant spray/ disposable cloth – whilst wearing gloves. Supervisors to remove black bin liner and tie it securely for collection by the Site Manager. Following the cleaning of surfaces, gloves must be disposed of in the bin and hands washed and sanitised.</i> <i>All Reception children will eat lunch in the Dining Room – commencing at 11.45a.m. - supervised by staff members prior to the arrival of lunchtime supervisors.</i> <i>Year 1-6 children's personal lunch boxes will remain in children's lockers/ bags.</i> <i>Children must remain seated at their designated table whilst eating their lunch – within the Dining Room or classroom.</i> <i>After eating, Key Stage 2 children to be encouraged to clean their classroom table using the wipes available - under adult supervision.</i> Dependent upon the age of children, lunchtime supervisors will ensure all table surfaces are clean, have been disinfected following the eating of lunches in preparation afternoon lessons. Hot meals and picnic lunches will be available from September in the Dining Room. Classes will be called for and lunch times are as follows: Reception: 11.45 – 1.00p.m. Year 1: 12.15 – 1.20p.m. Year 2 12.20-1.20 and 6: 12.30 – 1.20p.m. 	2	3	6	2	2	4
Use of outdoor play equipment. (m)	Pupils	Risk of infection.	<ul style="list-style-type: none"> All fixed outdoor play equipment has been inspected and tested prior to pupils' use. Pupils to remain within their class bubble whilst using the play equipment and to maintain social distancing as far as possible. The play equipment will remain inaccessible from 1.20p.m. on a Friday until morning break on a Monday – until the next designated year group accesses it. Pupils to be limited in accessing the equipment and to wait in turn to use it. Pupils to wash and sanitise their hands before and after the use of the equipment. Pupils to be told not to touch their noses or mouths whilst using the equipment. Food or drink is not to be permitted on the play equipment. Signs to be erected informing parents/ carers that children must not use the equipment; it is for safe, supervised use only when with PE coaches, lunchtime supervisors or teaching staff. 	2	3	6	2	2	4
First aid – minor treatment. (a)	Staff Pupils	Spread of infection due to close contact.	<ul style="list-style-type: none"> Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Where possible (age and maturity of child), children to be asked to wipe away any blood or to hold cold compresses etc. under first aider supervision. Details of injury and treatment must be recorded - including the initials of the person administering the first aid treatment. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> The first aider will always use anti-viral/ anti-bacterial spray to clean the surface area and seat where the child has been and must wash hands after contact for 20 seconds. 						
First Aid – life threatening. (a)	Staff Pupils	Spread of infection due to close contact.	<ul style="list-style-type: none"> In the event of a serious injury or incident, time permitting, a Senior Leader or first aider will call 999 immediately. A face covering and gloves must be worn when in close contact to a child or person or when dealing with bodily fluids. In the event of CPR being required, it is advised only chest compressions will be given – including the use of a defibrillator – unless a plastic mouth covering is available. Hands will always be washed after contact for 20 seconds and all surfaces disinfected. 	3	3	9	3	2	6
First aid and medication. (m)	Staff Pupils Others	First aid Procedures.	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn by the first aider if they have to deliver close contact first aid. <i>(always refer to up to date information from Gov.UK)</i> Any dressings used must be double-bagged following treatment. Where medications are required to be administered, pupils will be encouraged to self-administer or consider wearing a face covering (staff to refer to up to date information from Gov.UK). 	2	3	6	2	2	4
Intimate care. (a)	Staff	Lack of infection control.	<ul style="list-style-type: none"> If a child has had a personal accident, children to be encouraged to change themselves with soap and water and wipes – with supervision just outside the toilet cubicle. In the event of a personal accident and children are unable to be change themselves, staff will wear protective gloves, face mask and an apron to assist with their changing – stored within the school's first aid room. Dependent upon the severity of the personal change required, parents/ carers may be called as detailed within HT's letter to parents'/ carers' guidance. In the event any initial intimate care must be given for the child's comfort, staff must: wear gloves, a mask and double bag the clothes and place into a bin (preferably a closed bin). Soiled clothes to be double-bagged and given to parents/ carers upon collection. Staff must wash their hands thoroughly once gloves and masks are removed. All intimate care carried out must be recorded within the first aid records. 	2	3	6	2	2	4
Children who display signs of emotion and upset. (m)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> <i>Where a child is upset, staff will provide comfort for a short period of time – up to 15 minutes in length.</i> A child is to be handed a tissue to wipe eyes/nose e.t.c. and to bin it immediately following PHE guidelines. If contact is required, staff to consider wearing a face covering. Hands will be washed immediately after contact for 20 seconds. 	2	3	6	2	2	4
Children presenting challenge with	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Children within school will be informed that the school's positive behaviour management policy has to be adhered to at all times. <i>The Home School Agreement will be shared with all pupils at the start of the new school year as a reminder of school's expectations.</i> 	2	3	6	2	2	4

their behaviour. (m)			<ul style="list-style-type: none"> The steps within the policy are to be followed unless the staff's assessment of the child is that they need to vent their emotion outside of the class bubble. In line with the policy, the child will be allowed some time out in the Group Room or area immediately outside of the classroom where supervision can be provided. <i>(Children are not to be sent to another teacher as described in the policy)</i> If team-teach techniques are required, it is advised face coverings and gloves are worn. 						
Handover of children to parent/ carer at the end of the school day. (e)	Staff Parents/ Carers Others	Spread of infection due to close contact.	<ul style="list-style-type: none"> A one-way system is in place with Senior Leaders supervising parents'/ carers' adherence to the circuit pathways - abiding by the 1 metre social distancing rule. Staggered start and end times of the day to support social distancing expectations and to eliminate parents'/ carers' assembling in groups. A child is to be handed over to their parent/ carer as they queue and become next in line. Year 6 to exit the school premises independently with senior leader supervision ensuring a safe meeting of parents/ carers. 	2	3	6	2	2	4
Parent/ Carer wishing to talk to a member of staff. (a)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Parents/ Carers will be informed that communication will be: 1. Via email (esimcox@oakmeadowschool.co.uk) 2. Via telephone or if this is not possible, from a 1-metre distance in an open space when collecting their child at the end of the day once all parents/ carers have left the site. The letter to parents/ carers discourages a group gathering on the school site. Mr Turner, Site Manager, and Senior Leaders to direct adults' movements and following of pathways whilst on the school premises. 	2	3	6	2	2	4
Barriers/ screens	Office staff	Spread of infection due to close control.	<ul style="list-style-type: none"> The Reception's glass screen is to be securely drawn and used by reception staff when dealing with parents/ visitors and contractors. If the glass panel requires sliding to speak more directly or audibly with the visitor, office staff to stand from a safe 1m distance whilst in conversation. 	2	3	6	2	2	4

Awareness of school policies/ procedures/ guidance following a period of absence. (m)	Staff Pupils Others	Inadequate information.	<ul style="list-style-type: none"> All staff must ensure they are aware of the current guidelines in regard to safe distancing and washing of hands on a regular basis. All staff are able to access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ Department for Education ➤ Department for Health and Social Care Staff to refer to guidance to minimise the spread of infection, e.g. infection control training (washing of hands, cleaning up bodily fluids). Staff are aware of the school's infection control procedures in relation to coronavirus. The Headteacher must be contacted as soon as possible if a staff member believes they have been exposed to coronavirus or are symptomatic. Parents/ Carers have access to this risk assessment via the School's website. Parents/ Carers must contact the school as soon as possible, if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via their classteachers and are informed that they must tell their bubble staff members if they feel unwell. team. 	2	3	6	2	2	4
Poor hygiene practice. (m)	Staff Pupils Others	Ill health.	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. 7 hand sanitising units are placed strategically around school and all staff, visitors and children must be instructed to sanitise upon arrival to school and after each break/ lunch time and before/ after handling food and outdoor equipment. <i>The units are placed: Entrance foyer, Yellow Hub, Year 2, Year 3, Year 4, Year 5 and Year 6/ Staffroom landing.</i> Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets, classrooms and kitchen areas. Pupils will be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. Pupils are forbidden from sharing cutlery, cups or food unless than are first fully sterilising using the kitchen's utensil washer. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> Pupils who bring their own lunchboxes into school must ensure all contents of their lunchboxes are returned home. No school cutlery to be used by children having either a picnic lunch or a lunch from home. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy – using the Service's required disinfectants. The Headteacher and Site Manager to monitor rooms' deep cleaning. 							
Emergencies. (m)	Staff Pupils Others	Inadequate control measures.	<ul style="list-style-type: none"> All staff's and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents/ carers are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	2	2	4	2	1	2	
Teacher/ Staff shortage. (m)	Staff Pupils	Inability to teach designated bubbles of children.	<ul style="list-style-type: none"> The Business Manager and Attendance Officer are daily informed of any staff absences. Staff adhere to absence monitoring procedures as detailed within the Staff handbook, informing the Headteacher of any absence or illness. Staff monitor themselves and their well-being and that of other colleagues, looking out for symptoms if a pupil or staff member has previously been sent home with suspected coronavirus. A weekly summary of data for each class will be provided to the Headteacher. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. If there are any shortages of teachers, teaching assistants will be allocated to lead a class bubble, working under the direction of the other year group teacher / Senior Leader. 	2	3	6	2	2	4	
Staff's positive mental well-being and physical health.	Staff	Impact on physical and mental health.	<ul style="list-style-type: none"> Where staff members express concerns in relation to the COVID-19 response, the Headteacher will complete a risk assessment review alongside the staff member and if appropriate, will seek advice from Human Resources and/or Occupational Health Team. Senior Leaders will offer support to staff who are affected by Coronavirus or has a family member affected. The Deputy Headteacher will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer support as appropriate. The Deputy Headteacher will share regular mental health information and operate an open-door policy for those who need additional support. 	2	3	6	2	2	4	

Use of school lift.	Staff Pupils Parents/ Carers	Infection control.	<ul style="list-style-type: none"> During this COVID-19 period, access to the lift will be for Site Staff and Senior Leaders only for moving heavy objects to the first floor. No parents/ carers or pupils will be allowed to access the lift without one of the above staff members being present. 	2	2	4	2	1	2
Cleaning while the school is open. (e)	Staff Site Manager Pupils Others	Infection control.	<ul style="list-style-type: none"> All hard surfaces will be cleaned on a regular basis, including: <ul style="list-style-type: none"> ➤ All door handles; ➤ All table surfaces and chairs used by staff and pupils; ➤ Toilet flushes and regular cleaning of toilets. All classrooms to have spray disinfectant and disposable cloths at hand. Regular cleaning of surfaces will reduce the risk of spreading the virus, especially following the children's eating of lunches at their tables. All used cloths will be thrown away to be double bagged and then placed in a secure area, i.e. lockable bin. 	2	3	6	2	2	4
Scheduled statutory testing and inspections. (c/g/k/m)	Staff Site Manager Pupils Others	Maintenance issues.	<ul style="list-style-type: none"> Statutory inspections will continue but with social distancing exercised at all times: Mr Turner to monitor, organise and supervise accordingly. In-house inspections will continue to ensure the school remains as safe as possible. All routinely inspections will be recorded following the school's normal recording systems. 	2	2	4	1	1	1
Contractors/ Visitors to school. (m)	Staff Site Manager Pupils Others	Health and safety inadequate control measures.	<ul style="list-style-type: none"> LA staff, e.g. Education Psychologist, Outreach Workers, Specialist Teachers, Social Workers, Strengthening family Workers, e.t.c. visiting school must minimise contact with staff members and maintain as much distance as possible from staff. Visitors must minimise time spend with pupils and working alongside them rather than in a face to face capacity. Guidance must be shared upon arrival on physical distancing and hygiene. A record will be kept of all visitors by Miss Mills and Ms Simcox in the School Office. Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements – to be checked by the Site Manager. Control measures regarding the coronavirus must be included within their RAMs. School will ensure no pupils or staff are in the area where contractors are working. The Site Manager will remain responsible for the contractor whilst on site, leading them to the required areas whilst maintaining a 2m social distancing. Contractors will be designated a toilet to use whilst on site – MAST toilet only. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Contractors must ensure no workers are displaying any signs or symptoms of coronavirus prior to entering the school site. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 						
Volunteers in school. (m)	Staff Pupils	Infection control.	<ul style="list-style-type: none"> All volunteers must be DBS checked and be safe to work in school. Volunteers to remain within their allocated class bubble. They must remain working on one class bubble only. Volunteers must remain 2 metres away from pupils wherever possible or minimise the time spend working one to one with them. 	2	3	6	2	2	4
Breakfast and Funsters. (m)	Staff Pupils Parents/ Carers	Infection control.	<ul style="list-style-type: none"> Breakfast Club and Funsters after school provision will resume 1st September 2020. Where possible, pupils will be asked to remain within their class or year group. Where numbers do not allow for this, small consistent groups will be established and maintained. Staff to remain consistent. 	2	3	6	2	2	4
Music lessons.	Pupils Staff	Infection control/ signing and playing of instruments.	<ul style="list-style-type: none"> The use of percussion instruments will be reduced and will not be used within a whole class lesson. Where possible, music lessons might take place outdoors. Pupils will sit side by side and there will be no singing within confined spaces. Good ventilation will be established with doors and windows remaining open. The music teachers will remain 2 metres away from pupils and only move closer when offering teaching and learning support. 	2	3	6	2	2	4
Physical Education lessons.	Pupils Staff	Infection control.	<ul style="list-style-type: none"> All PE lessons will resume in September, led by either classteachers or Soccer 2000 coaches. Contact sports will be take place within class bubbles only. Pupils will be reminded to maintain safe distances as far as possible. Equipment will be cleaned by the coaches after each bubble's use or will be left for 48 hours before use. Within indoor PE lessons, small team games to be established. Whilst observing, children to remain socially distant from the teams playing. 	2	3	6	2	2	4

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Initial Risk			Residual Risk		
Response to any infection				S	L	R	S	L	R
Staff or pupil ill health. (m)	Staff Pupils Others	Coronavirus symptoms.	<ul style="list-style-type: none"> Staff remain aware of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of smell and taste and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to 	3	3	9	3	2	6

coronavirus, is immediately taken out of the class and asked to sit in the *Meeting Room - supervised at all times.*

- The relevant supporting member of staff calls for emergency assistance immediately if a pupil's or staff member's symptoms worsen.
- The parents/ carers of unwell pupils are informed as soon as possible of the situation by a Senior Leader: Mr S Arnold, Miss T Challenor, Mr P Lane.
- Where contact with a pupil's parents/ carers cannot be made, emergency contacts 2 and 3 will be called on the pupil's contact card.
- Unwell pupils who are waiting to go home will *sit in the Meeting Room so that they can be isolated behind a closed door, with appropriate adult supervision. PPE will worn by staff caring for the child while waiting for collection – if a distance of 2 metres cannot be maintained. The member of staff who has been in close contact does not need to go home to self-isolate unless they display symptoms themselves.*
- *The Meeting Room used by unwell staff and pupils, who need to go home, is cleaned once vacated.*
- If unwell pupils and staff are waiting to go home, they will be instructed to use a designated toilet *whereupon it will be deep cleaned to minimise the spread of infection using standard cleaning products before being used by someone else.*
- Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents/ carers.
- A Senior Leader will contact Public Health England Health Protection Team to inform them of the suspected case. <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>
- Following definitive advice from The Local Health Protection Team as to who must be sent home, the template letter provided will be sent to all staff and parents/carers. (Only the household member sent home needs to self-isolate unless they subsequently display symptoms.)
- Parents/ carers must book a test and provide details of anyone they have been in contact with if they test positive for coronavirus following NHS Test and Trace procedures. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Parents/Carers must inform school upon receipt of a test result.
- Any members of staff who display signs of infection are sent home immediately and must book a test as detailed above. If they become seriously ill or their life is at risk, 999 must be called. Senior Leaders will assess whether the staff member is well enough to drive.
- Hands must be thoroughly washed for 20 seconds with soap and running water or use hand sanitizer after any contact with someone who is unwell.
- The unwell pupils/ staff member must follow the 'Stay at Home: guidance for households with possible or confirmed coronavirus (COVID-19)'.

Guidance:

Self-isolate for at least 7 days and arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop isolating.
If someone tests positive, they should follow the 'stay at home: guidance for households with possible confirmed coronavirus infection' <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and must continue to self-isolate for 7 days from the onset of their symptoms. The 7 days start from when they first became ill.

Spread of infection. (m)	Staff Pupils Others	Lack of infection control.	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times, and immediately binned. The bin bags are to be replaced each lunchtime. • Parents/ carers are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Guidance states that educational visits can be undertaken; an assessment will be made for school year, 2020-2021. • Parents/ Carers notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school, in liaison with a pupil's medical professional, where necessary, reviews the needs of the pupil who may be vulnerable to infection. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents/ carers as necessary. 	2	3	6	2	2	4
Poor management of the coronavirus infection. (m)	Staff Headteacher Site Manager Pupils Others	Lack of infection control.	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others for possible signs of coronavirus, particularly if a pupil or staff member has been sent home with suspected coronavirus symptoms. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or a member of the Senior Leadership Team as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents/ carers when pupils return to school after having coronavirus – the school informs the relevant staff members. • Staff inform the headteacher when they plan to return to work after having coronavirus. • Mr Paul Turner, Site Manager, will monitor the cleaning standards of school and discuss any additional measures required with regards to managing the spread of coronavirus with the headteacher. 	2	3	6	2	2	4
Lack of communication or concerns about the virus. (e)	Staff Headteacher Pupils Others	Unsafe practices.	<ul style="list-style-type: none"> • School staff immediately reports to the Headteacher any cases of suspected coronavirus, even if they are unsure. • The Headteacher contacts the Local Authority's Health and Safety Team and follows their advice - discussing any further action needs to be taken. • The Site Manager and Headteacher will action identified precautions advised by the Health and Safety Team – sharing them with staff members. 	2	2	6	2	2	2

			<ul style="list-style-type: none"> The Site Manager and Headteacher will keep staff, pupils and parents/ carers adequately updated about any changes to infection control procedures as necessary. 						
Localised Outbreaks of coronavirus. (m)	All Staff Pupils Parents/ Carers	Spiked infection rates.	<ul style="list-style-type: none"> In the event of a localised increase in infection rates, The Department of Education, in consultation with the Local Authority and Public Health England Health Protection Team, will advise Oak Meadow accordingly - to remain open for vulnerable children and children of critical workers only – promoting remote education for all other pupils. 	2	3	6	2	2	4

Remote Education Support:

In the event of a class, group or small number of pupils needing to self-isolate, or there is a local lockdown requiring pupils to remain at home, the following remote learning will take place:

- Class teachers and support staff of the affected year groups will review their curriculum long and medium term plans and progressive sequencing of learning and upload to the 'Home Learning Acorn' on the School's website, work reflecting the breadth of the National Curriculum. The uploaded work will be equivalent in time to the time normally spent in lessons and in school. A timetable suggesting the structure of each day's home learning will be uploaded to support pupils in their personal organisation of time and their learning – of equivalent length to the core teaching pupils would receive in school.
- Mathematics on-line teaching and learning will be supported by White Rose Hub's blended learning packs. Pupils will be directed to access the on-line lessons and accompanying worksheets.
- Specialist provision will be provided for pupils requiring SEND (special educational needs and disabilities) support. Plans will be emailed directly from the School's email address to parents/ carers with directions for completing work.
- Upon email or telephone request, home learning packs, reflecting the breadth of each week's work, will be photocopied for collection by parents/ carers. Work must be returned for teacher assessment.
- Teachers will recommend quality assured remote education resources from: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources> and identify learning available from <https://www.thenational.academy/>
- A letter accompanying pupils' work will request that parents/ carers scan or photograph their child's work for emailing to esimcox@oakmeadowsschool.co.uk for marking, assessment, feedback and identification of next steps.
- Teachers and Teaching Assistants will undertake a weekly welfare call to ensure all pupils are accessing work and are learning to their full capacity.

Full guidance re remote learning can be accessed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery#section-5-contingency-planning-for-outbreaks

When teaching pupils remotely, we expect schools to:

- Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;

- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos;
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work;
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding;
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

We expect schools to consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.

Completed by:	S Arnold	Signature:		Date:	July 2020
To be reviewed by:	S Arnold	Signature:		Review date:	30 th September 2020

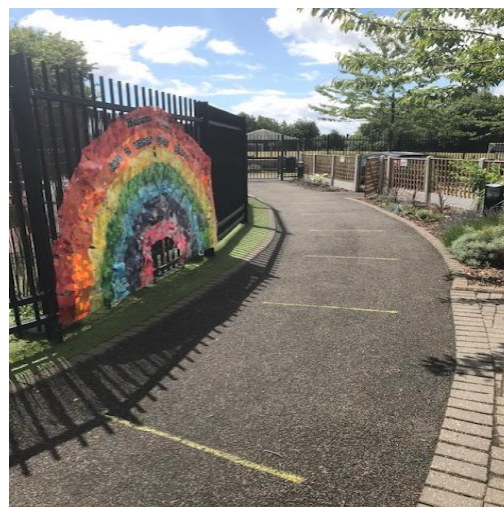


Upon entry to the school site from the main gate, 2m distancing lines are marked to enforce social distancing whilst walking towards either the school's main entrance or to the designated door of entry for each year group.

Running parallel along the main school's pathway and 2m distancing marks, arrows further indicate the direction for walking. Along this pathway, there is only one directional walkway.



Intermittent lines indicate the direction towards the school's main entrance hall prior to the commencement again of the 2m social distancing lines.



Continuing from the school's main entrance, 2m distancing lines mark the social distancing intervals. Arrows further mark the directional walking to Reception and other year groups.



From the school's Peacock Avenue gate, arrows indicate the direction to walk and follow. No central markings are needed as there is only a one-way flow of walking.



Arrows further indicate the distancing to abide by when walking to drop off or collect children from their Reception and Year 1 classrooms.



Within school, rather than use directional arrows or hazard tape, children will be reminded to walk on the left hand side at all times – in single file, in line with Gov.UK guidelines. It is acknowledged that passing one-another in corridors, presents a very low risk of transmission.



As detailed within the risk assessment, tables in Years 2 – 6 will be positioned so that all children face forwards towards the whiteboard. Teachers will remain 2 metres away distanced from children unless offering learning and teaching support. In these instances, they will not be working alongside the child for more than 15 minutes.

Further risk assessment controls:

Reduce the use of shared resources by:

- Reducing the taking home of shared resources thus reducing any exchange of take-home resources between children and staff. In September, only reading scheme books/ free reading books will be sent home along with reading diaries.
- Preventing any sharing of stationery and other equipment. Any learning equipment, materials and work surfaces, will be cleaned and disinfected frequently.
- Disinfecting/ washing practical lesson equipment thoroughly or leaving of equipment for 48 hours before further use.
- Thorough cleaning of each classroom or other learning environment occupied by the same class of children after use. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government will be adhered to and bubbles will consist on a class of children including teaching/ teaching assistants from September 2020f.f. The physical layout of a classroom will be changed to be compliant with guidelines. Where this is not possible, due to the age of children, children will remain in the class bubble as far as possible and their movement around school will be minimised - keeping safe distances apart from others. Teachers and teaching assistants will exercise judgement in ensuring the highest standards of safety are maintained.

Additional considerations:

Effective communication is key and cannot be underestimated. Therefore:

- All public health advice and Gov.UK guidelines will be shared with all staff.
- All staff to be vigilant and mindful of feeling unwell and to be mindful of suspected signs and symptoms of coronavirus.
- All staff to be vigilant of others and to look out for symptoms possibly displayed by pupils or other staff members.
- The school is to be informed by a pupil's parent/ carer when a pupil returns to school after having coronavirus – the school informs the relevant staff member.
- Staff inform the Headteacher when they plan to return to work after having coronavirus.
- The Headteacher contacts the Local Public Health Protection Team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. School will put into place any actions or precautions advised by their Local Public Health Protection Team.
- The Headteacher will keep staff, pupils and parents/ carers adequately updated about any changes to infection control procedures as necessary.
- The Headteacher will make available this risk assessment on their Cloudw platform and website.
- The Headteacher will consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement prior to its publication.