

## Coronavirus (COVID-19) Risk Assessment Tool

Academy: Oakway Academy				Location(s)/Site(s);			
Carried out by: Claire Byron and Kate Pettifer				Date: 24 <sup>th</sup> August 2021			
Review Dates:							

Travelling to and From the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>School Staff</i> <i>Students and families</i></p>	<p>Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school.</p> <p>Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> <li>• Purchase e-tickets or use contactless methods where possible,</li> <li>• Wear face coverings in enclosed public spaces,</li> <li>• Carry anti-bac wipes and/or hand sanitiser,</li> <li>• Maintain social distancing of 2 metres,</li> <li>• Maintain good levels of ventilation e.g. open windows if possible,</li> <li>• Avoid eating, drinking or touching the face while travelling,</li> <li>• Wash your hand for 20 seconds on entry into workplace.</li> </ul> <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> <li>• Encourage them to remain in teams and avoid crossover with other groups,</li> <li>• Encourage them to wear face coverings where possible,</li> <li>• Travel with windows open where possible,</li> <li>• Do not face each other,</li> <li>• Wear disposable gloves when refuelling,</li> <li>• Wash your hands for 20 seconds on entry into the work place.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wash or sanitise hands on entry and exit to site. Antibacterial gel available on entry points to the building.</li> </ul>
Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>All Staff</i> <i>Students and families</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Provide clear signage and guidance for students/families to encourage 'hands, face, space' at the start and end of the school day.</p> <p>Instruct staff, pupils and visitors to wash/sanitize their hands on arrival and on departure.</p>	<ul style="list-style-type: none"> <li>• Bike racks available for children and adults to store bikes. –to encourage pupils to cycle to school.</li> <li>• Teachers to dispense a measure of hand sanitiser to all children when greeting and dropping off their children to their spots for hand cleaning on entry and exit</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to sign in via card scanner, register printed by admin in event of evacuation</li> <li>• Teachers to use Study bugs registers from September in line with usual attendance recording.</li> <li>• Inventory system to be used by visitors for signing in. Antibacterial wipes to be provided for cleaning in between.</li> </ul>
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Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i> <i>Visitors</i> <i>Contractors</i> <i>Cleaners</i>	<p>Ensure that staff are aware of how to spot any symptoms of COVID-19.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements. Consider using signage or leaflets in entrance area.</p> <p>Provide hand sanitiser at signing in for visitors and contractors on arrival.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Retain screens for reception personnel, and methods of reducing contact.</p>	<ul style="list-style-type: none"> <li>• Any visitors to follow the school's procedures and routines for hygiene and handwashing.</li> <li>• Essential workers to be escorted around site</li> <li>• Expectations for safe working to be shared via leaflet</li> <li>• All visitors to wash hands in meeting room on entry and on exit or to use hand sanitiser.</li> <li>• Inventory system to be used by visitors for signing in. Antibacterial wipes to be provided for cleaning in between</li> <li>• External agency staff working with children to provide their own organisation risk assessment in line with Government guidance updates.</li> </ul>

General Workplace Precautions and individual risk assessments		
Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i> <i>Visitors</i> <i>Contractors</i>	<p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure 2-metre distancing where possible in face to face meetings and follow good hygiene practices (Hand sanitising etc).</p> <p>Display instructions, posters and notices around school. Provide information on websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Continue with non-touch bins (pedal bins etc.).</p>	<ul style="list-style-type: none"> <li>• Site supervisor, SLT and admin staff to have training of specific duties.</li> <li>• Expectations about handwashing and hand sanitising to be shared. Poster reminders to be displayed around school in shared areas, hand sanitising stations, toilets and rest areas.</li> </ul>

	<p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohabitees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues. This includes those staff with protected characteristics, with underlying health conditions (CEV) or who are pregnant. This risk assessment should be reviewed regularly.</p> <p>Remind staff about procedures for reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p>	<ul style="list-style-type: none"> <li>• Staff no longer required to wear face coverings on site unless directed by public health to do so should an outbreak occur of COVID-19.</li> <li>• Business manager to complete weekly audit of cleaning products and secure procurement with suppliers for enhanced supplies</li> <li>• Cleaners to empty all bins, waste and other at the end of each day and dispose of.</li> <li>• If anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to arrange to have a PCR test to see if they have coronavirus (COVID-19). Other members of their household no longer need to isolate and the affected person can return to work following a negative test.</li> <li>• No close contacts under 18 years old, or an adult who has been double vaccinated will be required to self-isolate, but will be encouraged to book a PCR test.</li> <li>• If a child in the setting becomes unwell, they will be removed to Room 5 where they can be monitored and supported until they are collected by their parents or carers.</li> <li>• The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves.</li> <li>• The isolation room will receive a deep clean and the classroom where the child was working to be deep cleaned also to avoid possible contamination.</li> <li>• Hygiene waste of suspected or confirmed cases to be double bagged and kept in lidded bins. Appropriate PPE, gloves, aprons and sanitising wipes to be used. Separate external bin for hygiene waste, black lidded bin, not currently in use to be used and not collected until 72 hours have passed.</li> <li>• All SLT know how to silence and reset alarm. Assembly point is the field for all adults and children.</li> <li>• If children signed out early, complete usual sign out book, kept in Square.</li> <li>• Evacuation and lockdown routine is explained to children and practised in the first week back each day</li> </ul>
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Office and Teaching Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>If necessary, introduce additional sanitising stations at key locations around the site.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Continue to use non-touch bins (pedal bins etc.).</p> <p>Provide additional tissues and soap/sanitiser in each area.</p>	<ul style="list-style-type: none"> <li>• Classrooms and all hard surfaces to be deep cleaned at the end of each day.</li> <li>• High windows in classrooms will be opened to ensure natural ventilation but to minimise a draught</li> <li>• Internal doors will be propped open (unless fire door) to aid the flow of air. External doors in classrooms may be propped open where safe to do so and particularly when classrooms are not in use to increase ventilation</li> <li>• Families will be reminded that children should wear their school uniform including a fleece jumper to ensure children can maintain a comfortable level of warmth throughout the day</li> <li>• Heating levels will be reviewed by site team regularly to ensure comfortable temperatures are maintained whilst ventilation is increased, particularly during colder weather.</li> <li>• Communal spaces e.g. office, PPA room, Dens and sharing teaching spaces to be cleaned by staff using them at the end of their session. Site Supervisor to clean the Dens hard surfaces an additional time during the school day</li> <li>• Teaching spaces and offices to have access to antibacterial spray and cloths for regular wiping of tables and hard surfaces throughout the day as required.</li> <li>• All tables and hard surfaces to be wiped with provided antibacterial spray and cloths before and after transition</li> </ul>

		<ul style="list-style-type: none"> <li>• All antibacterial sprays and anti-bacterial hand gel containers which are decanted into clear bottles to be labelled with COSHH information.</li> <li>• 'Sniffle stations' in each classroom, office space and shared areas</li> <li>• All adults to use their own technology which they are responsible for cleaning and not sharing.</li> <li>• All office staff to maintain a 'clean desk' approach in order that their workstations can receive a daily deep clean</li> <li>• Office based staff to use own phones/radios to minimise shared use of equipment</li> </ul>
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Welfare and Communal Rest Areas		
Persons at Risk	Possible Precautions	Actions Taken
Staff Visitors Contractors Cleaners	Stagger breaks if necessary. Provide additional tissues and soap/sanitiser in each area. Continue to use non-touch waste bins Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.	<ul style="list-style-type: none"> <li>• Antibacterial spray and wipes available in The Den along with signage to remind staff to wipe surfaces they have touched after use</li> <li>• 'Catch it bin it kill it' posters and sniffle stations available in Den</li> <li>• Hand washing available in Den for all staff and handtowels to dry hands.</li> <li>• All children to bring in own bottles of water, children to take home every day. Staff to support children washing and refilling of bottles.</li> <li>• Staff use own/same cup and utensils. Use dishwasher hot wash for all wash cycles</li> </ul>
Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
Staff Visitors Contractors	Offer the option of video conference calls or meetings where practical. Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces. Encourage staff to follow official guidance relating to good hygiene procedures. Provide sanitiser, wipes etc to staff visiting other sites/premises.	<ul style="list-style-type: none"> <li>• External agency workers must also provide a risk assessment from their organisation around their safer working practices. This must be checked by a member of SLT for suitability and compatibility with the academy procedures prior to entry into the building</li> </ul>

Sanitary and Toilet facilities		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Provide additional soap/sanitisers and paper towels as required.</p> <p>Arrange for regular cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p>	<ul style="list-style-type: none"> <li>• Adult toilet facilities are clearly labelled</li> <li>• Hand washing and sanitising stations located around site.</li> <li>• Deep clean of all toilets used to be carried out at the end of each day by Norse staff</li> <li>• Enhanced toilet cleaning to take place after lunch each day by site supervisor</li> </ul>

Outbreak Management and Business Continuity Plan		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff</p> <p>First Aiders</p>	<p>Follow procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Review contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Ensure all staff complete at least twice weekly testing using lateral flow devices.</p> <p>Pupils on secondary age should also complete twice weekly testing using lateral flow devices.</p> <p><b>Covid-19 symptoms and procedures</b></p> <p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul>	<ul style="list-style-type: none"> <li>- Whole school medical list printed and stored in blue folder in the Admin office</li> <li>- Medi-alerts available for staff and children in the Den and provided to kitchen staff.</li> <li>- First aid packs provided for each year group which contain any medical information. E.g. allergies, inhalers, epi pens etc.</li> <li>- School inhaler to be used in an emergency.</li> <li>- Replenishment of first aid stock to be carried out by site supervisor</li> <li>- Trust leaders should contact the local health protection team in the case of an outbreak</li> <li>- Should the academy become aware of an outbreak of coronavirus (COVID-19) Leaders would contact Rob or Colin in the Trust in the first instance: Rob – 07795684033 Colin – 07545102390</li> </ul>

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If an adult develops symptoms of Covid-19 on site:

- Ensure senior leader or line manager and first aider is informed as soon as possible;
- Go home immediately;
- Avoid touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test
- Isolate pending results of the PCR test.

If a student develops symptoms of Covid-19 on site:

- Ensure a senior leader and first aider is confirmed as soon as possible;
- Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site;
- Avoid them touching any doors, handles, surfaces or work equipment;
- Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available;
- Book a PCR test
- Isolate pending results of the PCR test.

### Self-isolation

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage everyone to take a PCR test if advised to do so.

Anyone who has a positive lateral flow test should isolate until a PCR is taken and is negative.

### Outbreak Management

If you have a number of Covid cases in a 10 day period you may have an outbreak and will need to contact Public Health England.

An outbreak is defined as:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

## Coronavirus (COVID-19) Risk Assessment Tool

Close mixing is defined a class, a friendship group mixing at break-time, a group in an after-school activity.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

DfE Guidance updated 17<sup>th</sup> August 2021 suggest enhancing the following four mitigation methods should an outbreak be identified:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Remote Education arrangements for individuals who are isolating or larger groups should be considered and planned for.

Further useful guidance can be found at:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance)

[When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus/coronavirus-when-to-self-isolate-and-what-to-do)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

[Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19)

[Coronavirus \(COVID-19\): test kits for schools and FE providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-test-kits-for-schools-and-fe-providers)

[Supporting pupils with medical conditions at school - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions-at-school)

[COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-on-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable)

[Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools)

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)

[Information about the Coronavirus \(e-bug.eu\)](https://www.e-bug.eu/information-about-the-coronavirus)

[Use of PPE in education, childcare and children's social care - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-ppe-in-education-childcare-and-childrens-social-care)

[COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-cleaning-of-non-healthcare-settings-outside-the-home)

[Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/ventilation)

[CIBSE - Coronavirus, SARS-CoV-2, COVID-19 and HVAC Systems](https://www.cibse.org/~/media/Files/2020/08/20200818-CIBSE-Coronavirus-SARS-CoV-2-COVID-19-and-HVAC-Systems.pdf)

[Red, amber and green list rules for entering England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england)

[Remote Education Temporary Continuity Direction: explanatory note - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/remote-education-temporary-continuity-direction-explanatory-note)

[Get Help with Remote Education - GOV.UK](https://www.gov.uk/guidance/get-help-with-remote-education)

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak)



### Coronavirus (COVID-19) Risk Assessment Action Plan

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