



Oaklands Junior School

Coronavirus (Covid-19): Risk Assessment for pupils and staff at school



Key: Blue:

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Trust to amend

School to amend

Changes since last version

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Corvus Learning Trust Risk Assessment

Coronavirus (Covid-19): Risk Assessment for pupils and staff at school

Oaklands Junior School

Assessment conducted by: Hazel West (HW) – Headteacher Charlotte Kieran (CK) – Chair of Governors Robert Elsey (RW) - Trust CEO Doug Brady (DB) – Bracknell Forest H&S	Job title: Head Teacher Chair of Governors Trust CEO Bracknell Forest H&S	Covered by this assessment: <u>pupils, staff and other relevant individuals on the school site.</u>
Date of assessment: 22.05.20	Review interval: <u>in line with government updates, weekly</u>	Date of next review: 01.06.20

Related documents

School polices: SEND, School Health & Safety, Medical Procedures & Protocols, Supporting Pupils with Medical Conditions, Staff Handbook

CLT policy: CLT P1 Safeguarding Policy

DFE guidance documents: Corononavirus : Guidance for schools, Corononavirus: implementing protective measures in educational settings, Corononavirus: Actions for educational settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child or Year 6 child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L

Awareness of policies and procedures	M	<ul style="list-style-type: none"> ☐ All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Pupil instructions regarding return to school - Return to school plan ☐ All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' ☐ The relevant staff receive any necessary training that helps minimise the spread of infection, via staff meetings ☐ The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE 	Yes H&S visit due on 29.05.20	HW	1.06.20	L
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - The school's local health protection team (HPT) <input type="checkbox"/> Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/email – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. <input type="checkbox"/> Pupils are made aware of the school's infection control procedures in relation to coronavirus via email and classroom teacher. <input type="checkbox"/> Confidentiality is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. <input type="checkbox"/> If school has a building project then the contractors must remain in the building compound and have no possible contact with pupils or staff. <input type="checkbox"/> Consideration of additional potential risk to BAME (Black, Asian Minority Ethnicity) groups (mitigated via full social distancing) <input type="checkbox"/> Headteacher and LGB/Board of Trustees to confirm all arrangements are in place prior to opening <input type="checkbox"/> Bracknell Forest Health and Safety representative to visit school site before and after opening <input type="checkbox"/> Fire/evacuation procedures amended and all staff and pupils aware <input type="checkbox"/> Minimise visitors to the school conducting meetings remotely where possible 				
		<ul style="list-style-type: none"> <input type="checkbox"/> PHE Posters are displayed throughout the school reminding pupils to wash their hands regularly e.g. before entering and leaving the school. 				

	<input type="checkbox"/> Pupils to wash their hands on arrival and encouraged to bring personal sanitiser to school. Hand gel located in classrooms for adults (contains alcohol)				
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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<p>Poor hygiene practice</p>	<p>H</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Antibacterial wipes provided for cleaning devices after each individual use <input type="checkbox"/> Rooms cleaned after school every day and in-between different groups using the same room <input type="checkbox"/> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. <input type="checkbox"/> Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. <input type="checkbox"/> Bar soap is not used <input type="checkbox"/> Pupils do not share cutlery, cups or food. <input type="checkbox"/> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. <input type="checkbox"/> Each classroom will be equipped with antibacterial spray <input type="checkbox"/> Doors to be left open where safe to do so <input type="checkbox"/> Guidance issued to parents and pupils regarding expectations <input type="checkbox"/> Encourage staff and pupils to wash and clean clothes more frequently <input type="checkbox"/> Encourage parents to wash and clean pupils' clothes more frequently as part of guidance issued to parents <input type="checkbox"/> Full PPE is used where intimate care support has to be provided for a child (i.e. toileting support for younger children or those with additional physical or learning needs) – with sanitary bins for safe disposal of waste <input type="checkbox"/> PPE used where close support is required to support a child with the administration of medication, for example with blood sugar testing for insulin administration with diabetes 	<p>Yes</p>	<p>Staff Lead in each group/class</p>	<p>1.06.20</p>	<p>M</p>
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		<ul style="list-style-type: none"> <input type="checkbox"/> Where a school would normally wash soiled underwear, for this practice should temporarily cease. Soiled items will be doublebagged and sent home (with the parents informed) <input type="checkbox"/> Where a child is in distress, staff should use their professional judgement in order to ensure the child is comforted 				
Ill health	H	<ul style="list-style-type: none"> <input type="checkbox"/> Staff are informed of the symptoms of possible coronavirus infection, e.g. a new & persistent cough, difficulty in breathing, loss of taste or smell and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ <input type="checkbox"/> Any pupil who displays signs of being unwell is immediately referred to Reception or Headteacher <input type="checkbox"/> The parents of an unwell pupil are informed as soon as possible of the situation by the relevant member of staff. Infra red thermometer available in the medical room <input type="checkbox"/> Any unwell pupils are moved to the gazebo near pedestrian gate (Butler Road) whilst they wait for their parent/carer to collect them. <input type="checkbox"/> Unwell pupils who are waiting to go home are kept in the gazebo where they can be at least two metres away from others <input type="checkbox"/> Whilst in the gazebo, the pupil will not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. <input type="checkbox"/> If the pupil's symptoms worsen, the relevant member of staff calls for emergency assistance immediately and informs parents <input type="checkbox"/> Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. 	Yes	HW	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> Any unwell pupils waiting to go home are instructed to use disabled toilets near Reception, if needed, to minimise the spread of infection <input type="checkbox"/> Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. <input type="checkbox"/> Any medication given to ease the unwell individual's symptoms is administered in accordance with the Medical Procedures & Protocols Policy but only with parental permission (avoid Ibuprofen or Nurofen). <input type="checkbox"/> Where there is a confirmed case, used rooms will be sealed for 72 hours and deep cleaned <input type="checkbox"/> Confirmed cases will be reported and action taken following PHE advice <input type="checkbox"/> Inform staff and parents should a confirmed case occur as per PHE advice 				
		<ul style="list-style-type: none"> <input type="checkbox"/> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately using PPE at all times e.g. Surgical masks, face visors, aprons, gloves. <input type="checkbox"/> Pupils are instructed to cough or sneeze into their elbow or where possible using a tissue to cover their mouths, disposing of the tissue in lidded waste bins. <input type="checkbox"/> Pupils wash their hands after they have coughed or sneezed. <input type="checkbox"/> Parents are informed via letter 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. 				

		☐ Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.				
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Spread of infection	H	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils queue two metres apart at entrances and exits to avoid risks of transmission. <input type="checkbox"/> Circulatory routes established and sign posted. <input type="checkbox"/> Safe car parking rules established for all users <input type="checkbox"/> Staff and pupils to use one classroom per group and use a recorded seating plan <input type="checkbox"/> Number of pupils in a standard classroom limited to 15 pupils maximum in larger spaces. Room capacity to be displayed on each door <input type="checkbox"/> Desk and chairs arranged to aid social distancing (two metres where possible) <input type="checkbox"/> Pupil attendance recorded to support track and trace <input type="checkbox"/> Staff to observe social distancing in communal areas (limit of 5 in staffroom), additional drinks points established where needed The school is zoned and pupils grouped to minimise the total number of possible contacts for staff and pupils <input type="checkbox"/> Packed lunches taken in same classes or designated area outside that remains the same and separate for each group. Lunchtime and break arrangements organised in separate areas for groups (field, woodland, playground, adventure play, bus) <input type="checkbox"/> Staggered start and finish time <input type="checkbox"/> Staff only on site when needed otherwise working from home <input type="checkbox"/> Sufficient staff availability <input type="checkbox"/> Waiting areas are marked with two metre spots both in school reception, corridors and outside <input type="checkbox"/> Lidded, foot operated bins in or near every room <input type="checkbox"/> Contingency plan in place for deep cleaning in the event of an outbreak <input type="checkbox"/> Cleanliness monitored daily to required standard <input type="checkbox"/> 	Yes – lidded foot operated bins on order	HW	1.06.20	L
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> Difficult to clean items are stored away e.g. cushions, rugs, blankets <input type="checkbox"/> Site Controller/School Business Manager on site whilst pupils are in school <input type="checkbox"/> Contaminated waste double bagged for disposal (placed in medical waste bin in the medical room as soon as possible) <input type="checkbox"/> Catering staff to report to kitchen immediately on arrival and remain within kitchen and designated work areas (office staff to deliver and place outside classrooms) 				
Poor management of infectious diseases	M	<ul style="list-style-type: none"> <input type="checkbox"/> Staff are vigilant and report concerns about a pupil's symptoms to Reception. <input type="checkbox"/> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. <input type="checkbox"/> Social distancing measures are implemented as much as possible and PPE is worn where appropriate. <input type="checkbox"/> The Site Controller monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Clear guidance given to parents regarding keeping pupils at home should they or someone in the house have any symptoms 	Yes	HW	1.06.20	L

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Lack of communication	M	<input type="checkbox"/> The School Secretary/Business Manager reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. <input type="checkbox"/> The Headteacher contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. <input type="checkbox"/> Schools put into place any actions or precautions advised by their local HPT. <input type="checkbox"/> Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.	Yes	HW	1.06.20	L
Emergencies	M	<input type="checkbox"/> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. <input type="checkbox"/> Pupils' parents are contacted as soon as practicable in the event of an emergency. <input type="checkbox"/> Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. <input type="checkbox"/> The school has an up-to-date Medical Procedures and Protocol Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	HW	1.06.20	L
		<input type="checkbox"/> Support is available for pupils (via Nurture Support NL VB TY or Educational Psychotherapist LM): <ul style="list-style-type: none"> - who have found the long period at home hard to manage - who have developed anxieties related to the virus - who have safeguarding concerns (DSL) - who may make safeguarding disclosures (DSL) - who may have experienced bereavement - Who have SEND, behaviour or any other issue (SENCo) 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Staff and Student wellbeing	M	<ul style="list-style-type: none"> <input type="checkbox"/> Please consult: <ul style="list-style-type: none"> - https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safeworking-in-education-childcare-and-childrens-social-caresettings-including-the-use-of-personal-protective-equipment#effective-infection-protection-and-control - https://www.nhs.uk/conditions/coronavirus-covid-19/ - https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#managing-pupil-and-staff-wellbeing-and-mental-health <input type="checkbox"/> Staff who are vulnerable in line with the DFE guidance have been identified, risk assessments undertaken and actioned <input type="checkbox"/> Staff who have a member of their household who is vulnerable (in line with DFE guidance) have been identified, risk assessment undertaken and actioned <input type="checkbox"/> Staff made aware of support arrangements in place for wellbeing – from line managers, SLT or mental health first aiders <input type="checkbox"/> Staff have been trained in the use of PPE should it be necessary to operate – including the disposal of PPE <input type="checkbox"/> Ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place <input type="checkbox"/> Support for staff working remotely has been considered to ensure their health and safety <input type="checkbox"/> Ensure PPE use is rationale and appropriate in accordance with national guidelines <input type="checkbox"/> Staff are familiar with the arrangements for where PPE should be used and how this should be disposed of <input type="checkbox"/> Co-ordinate and control PPE supply chain management 	Yes	HW	1.06.20	L

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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <input type="checkbox"/> Staff are informed of the symptoms of possible coronavirus infection <input type="checkbox"/> Staff given training on safe working measures <input type="checkbox"/> Staff use due care and attention & observe safe working methods <input type="checkbox"/> Staff with symptoms stay at home and follow NHS 111 advice <input type="checkbox"/> Senior leaders to provide pastoral support for staff <input type="checkbox"/> LGB, CEO and Board of Trustees to provide pastoral support to senior leaders <input type="checkbox"/> Staff supervision includes open discussion and reassurance <input type="checkbox"/> Staff living with extremely clinically vulnerable people and shielding work at home <input type="checkbox"/> Teachers wash hands and surfaces before and after handling pupils' books 				
Vulnerable pupils	M	<ul style="list-style-type: none"> <input type="checkbox"/> Please consult: <ul style="list-style-type: none"> - https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance Vulnerable children are identified, including medical (eg diabetic) <input type="checkbox"/> EHCPs reviewed and risk assessments & action plans in place <input type="checkbox"/> Trained DSL available on site at all times <input type="checkbox"/> Member of SLT on site at all times <input type="checkbox"/> SENCO available to work <input type="checkbox"/> 	Yes	DH	1.06.20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Vulnerable staff	H	<ul style="list-style-type: none"> • Please consult: <ul style="list-style-type: none"> - https://www.gov.uk/government/publications/guidance-onshielding-and-protecting-extremely-vulnerable-personsfrom-covid-19 • Note: • Clinically extremely vulnerable individuals are advised not to work outside the home. • Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. • If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible • If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work. • If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to. • Staff to contact their doctors to seek advice on their condition and update headteacher • Agree appropriate measures e.g. working from home (refer to guidance in relation) • Pregnant women to work from home 	Yes	HW	1.06.20	L

Authorised signatures:

Prior to school opening

Date: 29.05.20

Headteacher:

Date: 29.05.20

Chair of Governors

Date: 29.05.20

Chief Executive Officer CLT

Date: 29.05.20

Bracknell Forest Health & Safety

Following school opening:

Date: 05.06.2020

Bracknell Forest Health & Safety