

**Oakwood Primary School  
Covid-19 Risk Assessment  
Autumn Term 2021**

Name of persons filling out this assessment: Maria Whitmarsh, Becky Vanes

Date of completion: August 2021

Review date: Fortnightly, unless guidance or national/local situation changes

Date of review by governing body: 15 September 2021  
6 October 2021

Fortnightly reviews: 15 September 2021  
27 September 2021  
11 October 2021  
1 November 2021  
15 November 2021  
29 November 2021

When assessing risk, leaders and governors must use professional judgement and seek further advice as appropriate. We recommend that settings use the following formulae to identify risks and to formulate appropriate countermeasures.

**Impact x Likelihood = Risk**

<b>Impact</b>	<b>Score</b>	<b>Health and safety effect</b>
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.
<b>Likelihood</b>	<b>Score</b>	<b>Expected frequency</b>
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term

Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Level of Risk	Over all Rating	How the risk should be managed
HIGH RISK	15-25	Immediate Management Action
MEDIUM RISK	9-12	Plan for Change
LOW RISK	1-8	Continue to Manage

Overall risk rating: Impact x Likelihood = Risk						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		<b>Impact</b>				

When completing this document we have taken into account the following guidance from the Department for Education:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

## **System of controls**

This is the set of actions schools must take according to the DfE operational guidance for schools (August 2021).

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

Our risk assessment takes into account the latest government guidance from August 2021. We have adapted and amended this to fully identify and reduce the risks to pupils and staff presented by Covid-19. The sections that are populated below include only Covid-19 associated risks. We have incorporated additional elements of their risk assessment process to include guidance on managing the site, remote teaching/working and some specific elements of safeguarding.

What are the hazards?	Who might be harmed and how?	Overarching control measures	Planned, additional control measures.  (what else are you going to do?)	Who is responsible for enacting these measures?	When will they be completed by?	Impact score	Likelihood score	Risk score
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<p><b>Contact with individuals who have been required to self isolate</b></p>	<p>Pupils, staff and visitors. Risk of CV19 infection.</p>	<p><b>Prevention</b>  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</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><b>If an individual develops COVID-19 symptoms or has a positive test</b></p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, they should be sent home and they should follow public health advice.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they will be moved, where possible and preferably around the outside of the building, to the Inclusion Room where they can be isolated behind a closed door to the front office area, with the side door leading to the back of the KS1 hall left open, depending on the age and needs of the pupil, with appropriate adult supervision if required (ELSAs to move to work in the Hub or to rearrange timetables to be elsewhere if this occurs. Inclusion room to be cleaned before being re-occupied.</li> <li>• a window will be opened for fresh air ventilation if it is safe to do so</li> <li>• if it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people</li> <li>• if they need to go to the bathroom while waiting to be collected, they will be able to use the staff 'gents' toilet at KS1 - the toilet will then be marked as 'out of action' until it has been thoroughly cleaned by a member of staff wearing PPE. It must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be</li> </ul>	<p>MW  Everybody has a responsibility to inform MW if they have symptoms or have come into contact with anyone who has symptoms</p> <p>First aider or member of SLT to move child to isolation room. This person should wear PPE if distancing is not possible.</p>	<p>Every day dynamic risk assessment</p>	<p>5</p>	<p>3</p>	<p>15</p>
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			<p>maintained (such as for a very young child or a child with complex needs)</p> <p>If a pupil or staff member has a positive Lateral Flow test, they should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p> <p>In line with Government Guidance, it is recognised that, in most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.</p> <p>If a parent or carer insists on a pupil attending school, the headteacher can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>			5	3	15
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<p><b>Covid-19 is spread through droplets in the air</b></p>	<p>Staff and visitors</p>	<p><b>Prevention</b> Ensure good hygiene for everyone</p>	<p>Face coverings are no longer required as part of Government Guidance. However, face coverings should continue to be worn when moving around the building and in areas where it is difficult to maintain a distance of 1m or more between adults. Some staff, particularly those who are CEV, may choose to wear masks more regularly.  <a href="#">As of 29 Nov, it is expected that adults will wear face coverings in communal areas. This is in line with Government Guidance for secondary schools.</a></p> <p>Adult visitors to our school site will continue to be encouraged to wear face masks if entering the building, although this is not mandatory.</p> <p>The school keeps a supply of face coverings for use by staff and adult visitors. Hands should be washed before and after changing a face covering. Reusable coverings should be taken home daily and washed.</p> <p>Face coverings must either be disposed of in the bodily fluids bin in the school medical room or in a regular black bagged bin if they are disposed of in a sealed bag. They should be stored safely in individual, sealable plastic bags between use.</p> <p>Children should continue to be educated and reminded of the 'catch it, kill it, bin it' advice. This includes sneezing or coughing into elbows if tissues are not to hand, disposing of tissues immediately and washing hands after using tissues.</p> <p>There will be good stocks of tissues in all rooms. Staff to alert the onsite team if there are reducing stocks. Children will be regularly reminded to follow the 'catch it, bin it, kill it' approach.</p> <p>Ensure that we have enough tissues and lidded bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p>		<p>Every Day</p>	<p>3</p>	<p>3</p>	<p>9</p>
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<p><b>Insufficient hygiene processes could result in spread of virus</b></p>	<p>Pupils, staff and visitors. Risk of CV19 infection.</p>	<p><b>Prevention</b> Ensure good hygiene processes.  Maintain appropriate cleaning regimes.</p>	<p>Ensure that pupils clean their hands and sanitise regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating and using the toilet. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• We have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> </ul> <p>Children have permission to have their own, small bottle of hand sanitiser (60-95% alcohol content) which can be kept on their desk. We expect them to use it sensibly, and for their own personal use. We will remove it from children who are not behaving in a sensible way with it. We can fill up empty bottles from our own supply.</p>	<p>All adults in our school share responsibility for ensuring that this happens</p> <p>AH/Cleaning team to ensure stocks of sanitisers, paper towels and soap are replenished</p>	<p>Every day dynamic risk assessment</p>	<p>3</p>	<p>3</p>	<p>9</p>
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<p><b>Insufficient cleaning processes could result in spread of virus from contact points</b></p>	<p>Pupils, staff and visitors. Risk of CV19 infection.</p>	<p><b>Prevention</b> Maintain appropriate cleaning regimes</p>	<p>We have a full complement of cleaners, employed directly by the school.  We currently do not have a full complement of cleaners and are advertising to recruit. However, existing staff are doing overtime to cover the shifts.</p> <p>There is a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>- more frequent cleaning of rooms / shared areas that may be used by different groups (e.g. our hall)</li> <li>- frequently touched surfaces being cleaned more often than normal</li> </ul> <p>Toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> <p>We have a regular contracted cleaner who cleans for an additional 2 hours in the middle of the day, focusing on toilets, desks, chairs and touch points. The cleaner also checks stocks and replenishes where necessary.</p> <p>Our site manager is now onsite all day, meaning that any cleaning issues can be rectified immediately.</p> <p>Each working space has a supply of wipes, gloves, masks, aprons, spray cleaners and cloths. This is checked by the cleaners daily.</p> <p>As well as daily cleaning by the cleaners, including the midday supplementary cleaning, staff should wipe down surfaces and touch points regularly.</p> <p>After wiping computers wipes should be disposed of in the bin. CT must check that the ICT suite is left in a clean and tidy condition.</p> <p>Wipes are kept by the photocopiers and should be used before and after photocopier use.</p> <p>Ensure all workstations and equipment are thoroughly cleaned with antibacterial wipes before each use, even if it was used by the same person the day before. This includes the desk surface, keyboard, mouse and telephone handset and buttons, including the mouth and ear pieces.</p> <p>Avoid hot-desking, use the same desk each time where possible. Maintain social distancing, i.e. use every other desk not adjacent or opposite desks where possible. If it is necessary to use another colleague's desk, make sure that you have thoroughly wiped down all touchpoints (keyboard, screen, buttons, mouse, mouse pad, desk, chair, telephone) with antibacterial wipes after use. Make sure the</p>	<p>Every day dynamic risk assessment</p>	<p>4</p>	<p>3</p>	<p>12</p>
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			<p>person knows you have used their desk and this person must also wipe down the same touch points before use.</p> <p>Printers and photocopiers – wipe printer buttons with antibacterial wipes before touching. Avoid queuing to use the printer if possible but if you need to queue, observe social distancing at all times.</p> <p>All adults should check their supplies daily and should email Aaron (site manager) immediately to let him know. Checking frequently will mean that supplies can be topped up when they are running low, rather than after they have run out.</p> <p>Children to have their own daily equipment in their own named pencil case. Children to keep their equipment in a tray on or under their desk or in a system decided by the classteacher.</p> <p>Resources can be shared but must be cleaned before being used by a different year group. All PE equipment must be wiped down after use and before being put back. Computer suite must also be wiped down after use.</p> <p>Children should limit the items they bring into school. If they wish to bring a bag, they can, but ideally as small as possible. All KS2 children have lockers for storage, although children will be discouraged from visiting lockers too frequently during the day. KS1 children have pegs, so ideally should only have a coat and book bag.</p> <p>When 'top up cleaning' of surfaces throughout the day, spray and cloths should be used rather than wipes. Wipes should be reserved for wiping down equipment.</p> <p>Staff room usage - staff <b>must</b> put their dirty crockery in the dishwasher, it is not to be left on the side for other people to do. The last person in the staffroom should set the dishwasher to run at the end of lunch.</p> <p>Staff to continue to use mobile phones to contact each other with messages to reduce the shared use of phones. Shared phones to be used if no contact can be made.</p>					
<p><b>Good ventilation reduces the concentration of the virus in the air</b></p>	<p>Pupils, staff and visitors. Risk of CV19 infection.</p>	<p><b>Prevention</b> Keep occupied spaces well ventilated</p>	<p>Ensure that windows are open just enough to provide constant background ventilation and opened more fully during breaks or when children are out of the room (during PE for example) to purge the air in the space. Keep internal doors open where possible to create a throughput of air.</p> <p>Ensure that fire doors are not held open without the proper use of door openers that are part of the fabric of the building.</p>	<p>All staff have a responsibility to make sure spaces are well-ventilated</p>	<p>Every Day dynamic risk assessment</p>	<p>3</p>	<p>3</p>	<p>9</p>

			<p>Bear in mind that especially in cooler weather, children and adults need to be comfortable in class and heating should also be used as necessary to ensure comfort levels are maintained in occupied spaces.</p> <p>Roof windows should be opened during the day.  <a href="#">We now have a stock of CO2 monitors which will be used in smaller spaces to monitor CO2 levels and the need for increased ventilation.</a></p>					
<p><b>Unavoidable, direct contact leads to the spread of infection.</b></p>	<p>Pupils and staff</p>	<p>Ensure individuals wear appropriate personal protective equipment (PPE) where necessary</p> <p>NOTE: Face coverings are not classified as PPE.</p> <p>Promote and engage in asymptomatic testing</p>	<p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used (we currently do not have this situation in school)</li> <li>- performing <a href="#">aerosol generating procedures</a> (AGPs)</li> </ul> <p>Senior staff will understand and implement the guidance on <a href="#">safe working in education, childcare and children’s social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Continue to participate in the NHS and government backed <a href="#">asymptomatic testing process for primary school staff</a></p> <p>Although the ‘bubble’ system will no longer be in place, we will take a cautious, phased approach to returning to larger groupings. This includes:</p> <ul style="list-style-type: none"> <li>• Continuing to stagger break and lunchtimes to minimise group sizes. This also reduces adult contacts at these times.</li> <li>• Holding whole school/key stage assemblies virtually. We will begin to hold phase (2 year groups at a time) assemblies in the hall or outside.</li> <li>• <a href="#">We are now holding key stage assemblies in the hall</a></li> <li>• Minimising adult movement between year groups where possible. The movement of staff will be more relaxed than in the Summer 2021 term, however, in order to promote smooth running of the school and to provide the best quality of education.</li> <li>• Holding an increasing number of staff meetings in person - but continuing to hold them virtually where appropriate. <a href="#">We have continued to be able to hold them in person in one of the halls to maintain space, distance and ventilation.</a></li> </ul>	<p>AH to ensure that stocks of PPE are replenished for the use of first responders in certain circumstances and in cases where intimate care is provided to children</p> <p>BV to ensure that stocks of test kits are replenished when required</p>	<p>Dynamically risk assessed at all times</p>	<p>3</p>	<p>3</p>	<p>9</p>

			<ul style="list-style-type: none"> <li>• Maintaining distance between staff when meetings are held in person.</li> <li>• w/b 20 September - first phase assemblies. Phase assemblies begin 4 October</li> <li>• Breaktimes no longer staggered as of 4 October - lunchtimes continue to be so to allow adequate cleaning time between groups.</li> <li>• We are returning to all assemblies being remote as of 29 November until the end of term</li> <li>• We are returning to remote teachers meetings until the end of term</li> </ul>						
<b>Infections identified in school spread to the wider community.</b>		Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	<p>All leaders must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</p> <p>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	We adhere to all of this advice.		3	3	9	

<p><b>Clinically vulnerable staff and pupils are at greater risk of more serious illness if they contract Covid 19</b></p>	<p>CEV, CV staff and pupils and pregnant staff</p>		<p>All staff, including those who are CEV, have now had two doses of the vaccine.</p> <p><b>Some CEV staff and staff over 50 have now had the booster vaccine.</b></p> <p>Staff who are clinically vulnerable CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p><b>Pregnancy</b> We will follow the specific <a href="#">guidance for pregnant employees</a> because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. <a href="#">COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</a> contains vaccination advice.</p>	<p>Staff must notify SLT if they are in any of the 'at risk' groups. Individual risk assessments will be carried out for any staff member who feels they need additional control measures above and beyond this generic risk assessment</p>	<p>3</p>	<p>2</p>	<p>6</p>
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			<p>We will gradually be reintroducing clubs - starting with Showcase Drumming and Karate in Autumn 1. In Autumn 2 we will reinstate additional clubs.</p> <p>Kidsplay (external provider) is running in Rainbow Room again. Clubs have restarted.</p> <p>We had to stop Year 1 going to a club on 11 November due to 2 potential cases and a rebubbling of the year group. This was following our contingency plan.</p> <p>We are cancelling the Christmas Market/Carol service in light of the rising cases and new variant.</p>					
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