



# COVID-19 Step 4 Model Risk Assessment for Schools and Educational Settings

(Recommended for implementation from  
the end of Summer term 2021)

Oaklands School





## COVID-19 Risk assessment for Oaklands School (based on Hounslow model risk assessment published July 2021)

AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Direct contact between people in school  Removal of previously advised bubbles and return to cross school mixing	Staff, Pupils, Parents, visitors, contractors	Transmission of virus  staff, pupil, and parent Anxiety about relaxed control measures	<ul style="list-style-type: none"> <li>From September 2021, in line with government guidance, the school will no longer be maintaining consistent bubbles,</li> <li>At Oaklands class groups are consistent for the majority of the week, and the vast majority of activities take place in departments or 4-6 class groups.</li> <li>Staff are deployed to work in one department and in September each department will have 1 or 2 float staff to reduce use of occasional agency bookings</li> <li>Staff continue to be advised to make sensible decisions regarding their proximity to others both in class and in staff areas.</li> </ul>	Major	Possible	Medium	<ul style="list-style-type: none"> <li>During September staff and pupils will continue to be encouraged to take a lateral flow test twice a week,</li> <li>All staff have been offered Covid Vaccines and information continues to be circulated to those who have not yet taken up the offer.</li> </ul>	
Contact Tracing  Contact tracing is no longer being carried out by the school	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Children, pupils, students, and staff members who record a positive LFD or PCR test should continue to let school know.</li> <li>Staff, and parent are required to report the test result via the NHS Online reporting system for both negative, void, and positive test results.</li> <li>Contacts in school will be traced by NHS only if the positive case specifically identifies an individual as having close, prolonged contact, as it is unlikely that our</li> </ul>	Major	Possible	Medium		



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			<p>students or their families will be able to accurately report on close contacts in school we will continue to take a precautionary approach and undertake internal contact tracing as well.</p> <ul style="list-style-type: none"> <li>The school will continue to keep a record of pupils and staff known to be symptomatic or to have tested positive, so that they can provide the best possible assistance if contacted by NHS Track and Trace.</li> <li>If the school does not agree with the close contacts that have been identified by one of their pupils/students or their legal guardian, they will escalate to the DfE helpline for advice.</li> <li>The school may be contacted, by local health protection teams in response to a local outbreak, which is currently what happens in managing any other infectious diseases.</li> <li>If the school knows that it has had several positive cases within a 14-day period, but has not been contacted by Track and Trace, the school will contact the dedicated DfE advice service on 0800 046 8687, who will escalate to our local health protection team if necessary and may advise the school to implement its outbreak management plan.</li> </ul>					



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<b>Staff or students testing Positive themselves</b>  <b>and</b>  <b>a member of the household of students or staff testing positive</b>  <b>Self isolation is now restricted to being in contact with a member of the household, and not close contacts in school.</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li><b>Any person</b> that has a positive lateral flow device (LFD) test, and their household, must self-isolate and the positive person must arrange a confirmatory PCR test within 48 hrs.</li> <li>If the confirmatory PCR test is taken within two days and the result is negative, they and the other members of their household can end their isolation</li> <li>If the confirmatory PCR test is positive (or is taken more than two days after the LFD), they and the other members of their household must self-isolate until 10 days after the date of the LFD test</li> <li><b>any person</b> that develops Covid symptoms, and their household, must self-isolate and the positive person must immediately arrange a confirmatory PCR test.</li> <li>If the confirmatory test is negative, they and the other members of their household can end their isolation</li> <li>If the confirmatory PCR test is positive, they and the other members of their household must self-isolate until 10 days after the date their symptoms began.</li> <li><b>Any person</b>, irrespective of their age or vaccination status will be required to self-isolate for 10 days following a positive PCR test.</li> </ul>	Moderate	Possible	Medium	<ul style="list-style-type: none"> <li>Staff and parents will continue to be provided with lateral flow tests and asked to test themselves/their children twice a week, reporting any positive test results to school</li> </ul>	



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<ul style="list-style-type: none"> <li><b>Children and young people under the age of 18</b>, and adults who are vaccinated, that are close contacts of positive cases will no longer be required to isolate, unless they receive a positive PCR test.</li> </ul>	Children, staff, families, visitors to school.	Transmission of Covid	<ul style="list-style-type: none"> <li><b>Adults that have not been vaccinated yet, have chosen not to be vaccinated, cannot be vaccinated on medical grounds, or who have only received 1 dose of the vaccine so far</b>, will be required to self-isolate immediately if identified as close contacts.</li> <li>Everyone who has been in close contact with a positive Covid case should take a PCR test. <i>They can continue to attend school while waiting for the test result.</i></li> <li>If school are made aware where student have been in contact with a positive case this information will be shared with classroom staff, however we acknowledge that we may not consistently be aware.</li> <li>Staff are reminded of the continued need for caution in daily contact with each other and with students in classrooms.</li> <li>Staff may choose if they wish to continue to wear face masks, although this is no longer required</li> <li>Staff are advised to assess throughout the day the need for close proximity to students and to maintain a safer distance when close contact is not required to deliver care or education.</li> <li>Staff and students will continue to wash their hands or use antibacterial hand gels frequently throughout the day and at minimum at the beginning and end of every lesson or activity.</li> </ul>				Everyone will continue to be provided with lateral flow tests, and asked to test themselves regularly for as long as tests are available to schools.	



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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Students will not share equipment unless it has been washed between use. Student will continue to be provided with their own frequently used equipment such as pens and pencils in class in labelled cases.</li> <li>Staff will continue to clean surfaces frequently through the day in classrooms.</li> <li>Enhanced cleaning services put in place at the beginning of the pandemic throughout the school day will continue.</li> </ul>					
<b>Staff, pupils, or visitors attending site with COVID symptoms</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Anyone with coronavirus (COVID-19) symptoms or who has tested positive in the previous 10 days will not be permitted into school.</li> <li></li> <li>Anyone coming onto the site displaying COVID-19 symptoms, will be sent home, and asked to arrange a PCR test.</li> <li></li> <li>Anyone who becomes unwell in school 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) will be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li></li> <li>Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period unless their PCR test result is negative.               <ul style="list-style-type: none"> <li>If they still have a high temperature after 10 days, they will be asked to</li> </ul> </li> </ul>	Major	Unlikely	Low		



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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> <li>keep self-isolating until their temperature returns to normal.               <ul style="list-style-type: none"> <li>If they no longer have a temperature, but still have a cough or loss of sense of smell/taste, they will be permitted to return to school (this is because a cough or anosmia can last for several weeks once the infection has gone)</li> </ul> </li> <li>In the event that a parent or guardian insists on a child with symptoms attending school, or refuses to arrange a PCR test, the school will ask the parent to isolate the child for 10 days and contact Public Health for possible intervention. Any such decision will be carefully considered in light of all the circumstances and the current public health advice.</li> <li>The school will keep a supply of home PCR testing kits. The use of these kits will be for a child or adult who:               <ul style="list-style-type: none"> <li>has developed symptoms whilst at school, and</li> <li>the school believes may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, will significantly increase the likelihood of them getting tested, and</li> <li>where it is felt that if the individual were to be sent home without a kit, they would not receive a test at all.</li> </ul> </li> <li>Close contact with an infected individual is defined as:               <ul style="list-style-type: none"> <li>If a child is awaiting collection after displaying symptoms, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate ventilation, and adult supervision if required.</li> </ul> </li> </ul>					





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			<p>The room will have a vision panel and a clear line of site to ensure child safeguarding.</p> <ul style="list-style-type: none"> <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 or temporary screens erected.</li> <li>○ If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. Before being used by anyone else, the bathroom will be cleaned and disinfected following the cleaning procedures already outlined in this risk assessment.</li> <li>○ If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE (such as for a very young child or a child with complex needs).</li> <li>○ Once they have vacated the premises, the area around the person with symptoms must be cleaned with normal household bleach following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> to reduce the risk of passing the infection on to other people.</li> <li>○ In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• Staff have been advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, they will not need to self-isolate, unless they develop COVID-19 symptoms themselves or they have been requested to do so by NHS Test and Trace</li> </ul>					



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From the 19h July the government is removing the legal requirement to wear face coverings.	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>From the end of Summer term 2021 the wearing of face coverings will no longer be required in classrooms or communal areas, but the school will encourage staff, pupils over 11, and visitors to continue wearing them in enclosed and crowded spaces and when in contact with people they do not normally meet, including:               <ul style="list-style-type: none"> <li>Whilst on dedicated school transport,</li> <li>Whilst on public transport</li> </ul> </li> <li>I staff wish to continue wearing face masks in certain situations, they will be allowed to do so.</li> <li>Children, young people, and students whose care routinely already involves the use of PPE by staff due to their intimate care needs, will continue to receive their care in the same way</li> <li>if a child, young person, or other learner becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult, if 2 metres cannot be maintained.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection (e.g. goggles or a face shield) will also be worn</li> <li>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</li> <li>When using face masks, staff will be required to adhere to the following practice:               <ul style="list-style-type: none"> <li>cover both your nose and mouth</li> </ul> </li> </ul>					



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Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	<p><b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.</p> <ul style="list-style-type: none"> <li>do not allow to dangle around the neck when not in use</li> <li>do not touch once put on, except when carefully removed before disposal</li> <li>change when they become moist or damaged</li> <li>wear once and then discard - hands must be cleaned after disposal</li> </ul> <ul style="list-style-type: none"> <li>Staff performing AGPs in the school will follow Public Health England's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE which is:               <ul style="list-style-type: none"> <li>a FFP2/3 respirator</li> <li>gloves</li> <li>a long-sleeved fluid repellent gown</li> <li>eye protection</li> </ul> </li> <li>The respirator required for AGPs must be fitted correctly (known as 'fit testing') by an individual trained to do this. All staff performing AGPs in the school have undergone face fit testing fit testing through the local Clinical Commissioning Group or lead nursing team.</li> </ul>					
Caring for children whose medical needs are assessed as being aerosol generating, including care for children with			<p>At New Oaks there is a currently one classroom shared by 3 pupils whose medical needs are AGP. Parents have consented to these 3 pupils being educated together.</p> <p>While Public Health England guidance is that FFP2/3 respirator masks which are fit tested should be used, Oaklands ws informed that there are practical reasons for which this can not be achieved in school. Oaklands staff have not been provided with fit tested FFP2/3</p>					



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Consider: premises work, equipment, specific tasks tracheostomies	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			respirator masks but instead have been provided with respirator hoods which are shared between staff, and washed between use.					



<b>Transmission of Covid virus through contact with contaminated surfaces and/or equipment</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning with soap and water or hand sanitiser is now regular practice in school, and this will continue regardless of any future easing of COVID measures, because of the broader health benefits gained since it was introduced.</li> <li>• Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels.</li> <li>• Alcohol hand rub or sanitiser will be used at regular intervals in between washing with soap and water, or where running water and soap is not available or impractical to access.</li> <li>• automatic hand sanitiser dispensers are installed in classrooms, communal areas, canteen, entrances and exits.</li> <li>• Sanitiser has been sourced that contains at least 60-95% alcohol to be effective.</li> <li>• As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, when returning from breaks, when changing rooms, before and after eating, after toileting and after sneezing or coughing.</li> <li>• Help is provided to children and young people who have trouble cleaning their hands independently, e.g. very young children or those with complex needs, especially where hand sanitiser is used, to prevent hazards such as ingestion.</li> <li>• Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be provided with skin friendly cleaning wipes or supervised to go to a sink to use soap and water.</li> <li>• All Oaklands classroom have at least one sink which can be used for handwashing.</li> </ul> <p><b>Maintaining good respiratory Hygiene</b></p>	Major	Unlikely	Low		
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			<ul style="list-style-type: none"><li>• Children and adults are encouraged not to touch their mouth, eyes, and nose</li><li>• Children and adults are encouraged to cough or sneeze into a tissue or elbow to and use bins for tissue waste promoting the 'catch it, bin it, kill it' approach. Anyone coughing or sneezing frequently will not attend school.</li><li>• Bins are emptied and appropriately cleaned at regular intervals throughout the day.</li><li>• Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin.</li><li>• Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</li></ul> <p><b>Maintaining enhanced cleaning regimes</b></p> <ul style="list-style-type: none"><li>• As part of an enhanced cleaning regime, surfaces that children/young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal.</li><li>• As well as having an enhanced cleaning schedule delivered by the school's cleaning staff, the school will adopt a 'clean as you go' policy, in which surfaces such as tabletops and resources are cleaned immediately after use. This is the most effective way of controlling the risk and all staff will be required to be part of this process.</li><li>• Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</li><li>• To enable the 'clean as you go approach' disinfectant spray and disposable cloths or disinfectant wipes will be made available in teaching spaces, offices, and resource centres.</li><li>• Spray bottles of disinfectant will be clearly labelled with their contents, health risks and method of use and kept out of the reach of children. Full details on the safe use of</li></ul>					
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cleaning products can be found in the school's COSHH (Control of substances Hazardous to Health) assessment.

- For individual and very frequently used equipment, such as pencils and pens, pupils and adults will have their own items and they will not be shared.
- The school will regularly reduce clutter and difficult to clean items.



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	Staff, Pupils, Parents, visitors, contractors	<b>Transmission of virus of normal professional cleaning regime</b>	<p>For general cleaning where there has been no suspected or confirmed cases of COVID-19, the following cleaning principles will be applied:</p> <p><b>Cleaning and Disinfection</b></p> <ul style="list-style-type: none"> <li>• Appropriately competent cleaning staff will be employed throughout the school day</li> <li>• An increased frequency of cleaning will be carried out using the school's standard detergent and disinfectant products.</li> <li>• Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, stair rails, work surfaces, remote controls, and electronic devices.</li> <li>• When cleaning, specific attention will be paid to bathrooms and kitchens.</li> <li>• Cleaning staff will only be required to wear the PPE that they would normally use for cleaning.</li> </ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"> <li>• Laundry items will be washed as they normally would, according to the manufacturer's instructions.</li> </ul>	Major	Unlikely	Medium		





			<p><b>Kitchens and communal canteens</b></p> <ul style="list-style-type: none"><li>• It is considered unlikely that COVID-19 is transmitted by food, but catering staff will be expected to follow the same good hygiene practice and wash their hands regularly with soap and water for at least 20 seconds before handling food.</li><li>• Crockery and eating utensils are not shared and are cleaned in between use in an industrial dishwasher or sterilising sink, guaranteeing sterilisation through temperatures in excess of 70 degrees centigrade.</li><li>• The school's catering contractors will continue to follow the Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices in food preparation</a>, <a href="#">Hazard Analysis and Critical Control Point</a> (HACCP) processes, and preventative practices (<a href="#">Pre-requisite Programs</a> (PRPs)) and the school will regularly monitor their performance.</li><li>• Lunch tables will be thoroughly cleaned with detergent and disinfectant before each staggered lunch group.</li></ul> <p><b>Bathrooms/Toilets</b></p> <ul style="list-style-type: none"><li>• Frequently touched surfaces, such as door handles and push plates, latches, toilet seats and taps, will be regularly cleaned.</li><li>• Suitable hand washing facilities will be made available including running water, liquid soap and paper towels or hand driers and will be regularly monitored and re-stocked.</li></ul> <p><b>Waste</b></p> <ul style="list-style-type: none"><li>• Routine waste does not need to be segregated or stored for a period of time unless an individual in the setting shows symptoms of or tests positive for COVID-19 and will be disposed straight away and in the normal way.</li></ul>					
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Maintaining appropriate cleaning regimes cont.	Staff, Pupils, Parents, visitors, contractors	Transmission of virus after development of symptoms by staff, pupils, or visitors on site	<p>If someone with symptoms of, or confirmed (COVID-19) has been in the school, the following cleaning principles will be applied, as soon as they have vacated the area:</p> <p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>As a minimum standard, cleaners will wear disposable gloves and an apron.</li> <li>If a higher level of virus is likely to be present (e.g. where surfaces have been visibly contaminated with body fluids) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The school will contact the local Public Health England (PHE) <a href="#">Health Protection Team</a> to advise on this.</li> </ul> <p><b>Cleaning and disinfection</b></p> <ul style="list-style-type: none"> <li>Areas where a symptomatic person has only passed through and spent minimal time and which are not visibly contaminated with body fluid, such as corridors, will be cleaned thoroughly as normal.</li> <li>All surfaces that the person has made contact with, will be cleaned and disinfected, including all potentially contaminated and frequently touched areas, such as bathrooms, door handles, telephones, grab rails and stairwells.</li> <li>Disposable cloths or paper roll and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following the principle of 'one site, one wipe, in one direction'.</li> <li>The following cleaning and disinfectant solutions will be used: <ul style="list-style-type: none"> <li>a combined detergent and bleach disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <ul style="list-style-type: none"> <li>or</li> </ul> </li> <li>a household detergent followed by bleach disinfection (1000 ppm av.cl.). <ul style="list-style-type: none"> <li>or</li> </ul> </li> <li>if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses</li> </ul> </li> </ul>	Major	Unlikely	Medium		
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			<ul style="list-style-type: none"><li>• Cleaning products will not be mixed together as this can create toxic fumes.</li><li>• The manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be strictly adhered to</li><li>• Cleaners will Avoid creating splashes and spray when cleaning.</li><li>• When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning will be used.</li><li>• Cleaners will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li><li>• After cleaning, disposable gloves and any cloths and mop heads used will be disposed of and put into waste bags as outlined below.</li></ul> <p><b>Laundry</b></p> <ul style="list-style-type: none"><li>• Items will be washed in accordance with the manufacturer's instructions.</li><li>• The warmest water setting will be used, and items will be allowed to dry completely.</li><li>• Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</li><li>• To minimise the possibility of dispersing virus through the air, dirty laundry will be handled gently and not shaken prior to washing.</li><li>• Any items that are heavily contaminated with body fluids and cannot safely be cleaned by washing should be disposed of, following the methods outlined below.</li><li>• Anything used for transporting laundry with be cleaned and disinfected following the methodology described above.</li></ul> <p><b>Waste</b></p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) will be:</p>					
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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>put in a plastic rubbish bag and tied when full.</li> <li>placed in a second bin bag and tied.</li> <li>put in a suitable and secure place and marked for storage until the individual's test results are known.</li> <li>Waste will be stored safely and kept away from children.</li> <li>It will not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, waste will be put in with the normal waste</li> <li>If the individual tests positive for COVID-19, the waste will be stored for at least 72 hours and then put in with the normal waste</li> <li>If an emergency occurs, in which waste needs to be removed before 72 hours has elapsed, it will be treated as Category B infectious waste and will be kept separate from other waste and collection will be arranged by a specialist hazardous waste contractor</li> </ul>					
<b>Contacting Covid thorough school air</b>	Staff, Pupils, Parents, visitors, contractors	Transmission of virus	<ul style="list-style-type: none"> <li>Oakland has a ventilation system containing filters which protect from airborne infections. First floor windows do not open. On the ground floor some windows can be opened for ventilation, in some ground floor rooms there are external doors which can be used to increase ventilation.</li> <li>Staff must ensure that opening external doors to increase ventilation does not create a greater risk to pupil safety from absconding, or a security risk. Doors should not be left open when rooms are unoccupied.</li> </ul>	Major	Unlikely	Medium		



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>Adequate ventilation can reduce how much virus is in the air and can therefore help reduce the risk from aerosol transmission. However, it has minimal impact on droplet transmission between individuals in close contact or surface contamination, which are still the main transmission vectors for the virus.</li> <li>Efficient ventilation should be treated as one control measure among many and is not solution on its own. The school will ensure that mechanical ventilation systems are maintained and running effectively, with fresh air only supplied or a combination of fresh air and recirculated air.</li> </ul>					
Staff and Pupils that are clinically extremely vulnerable (CEV)	Staff, Pupils, Parents, visitors, contractors	Increased vulnerability to virus	<ul style="list-style-type: none"> <li>All CEV children and young people are to attend school unless they have been advised not to by their GP or clinical specialist, or because they have tested positive for Coronavirus. <b>At present there are no pupils at Oaklands who have been advised not to attend by medical professionals.</b></li> <li>Staff who are CEV will be required to attend work as normal if it is not possible or practical for them to work from home.</li> <li>Those staff that are CEV may wish to take extra precautions within their own control to protect themselves, both in and out of work, and the school will direct them to the CEV guidance to help minimise exposure to the virus <a href="https://www.gov.uk/guidance/shielding-and-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></li> </ul>	Major	Unlikely	Low		



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<ul style="list-style-type: none"> <li>The school will support the DHSC in encouraging vaccine take up, because this is ultimately the primary solution for protecting all staff.</li> </ul>					
<b>Those who are anxious about attending school</b>			<ul style="list-style-type: none"> <li>The school will ensure that support is in place to address the concerns of anyone that is anxious about working in school.</li> <li>The school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school and the requirement under national guidance.</li> <li>The school will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).</li> <li>The school will utilise sources of support to help those experiencing emotions such as anxiety or stress, such as <a href="https://www.gov.uk/government/collections/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges">Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK</a> (<a href="https://www.gov.uk">www.gov.uk</a>)</li> </ul>	Minor	Unlikely	Low		
<b>Communication and consultation</b>	Staff, Pupils, Parents, visitors, contractors	Lack of awareness of national and local COVID measures leading to increased transmission of virus	<ul style="list-style-type: none"> <li>This risk assessment has been shared and consulted on with staff and staff representatives to ensure it is practicable and has been posted on the school's website for transparency.</li> <li>It has been explicitly communicated to staff, children/young people, parents, carers or any visitors, such as suppliers, not to come on site if they are displaying any symptoms</li> </ul>	Moderate	Unlikely	Please Select		



AREA OF CONCERN	AT RISK	HAZARD	CONTROL MEASURES	EVALUATING AND REDUCING RISK				
				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			<p>of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Recommendations have been made to parents and young people on transport to and from school (including avoiding peak times) and they have been referred to <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>Staff have been informed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Contractors and suppliers have been contacted to ensure they can support the school's plans for opening, e.g. maintenance, cleaning, catering, food supplies, hygiene suppliers</li> <li>It has been discussed and agreed with cleaning contractors/staff the additional cleaning requirements and the additional hours to allow for this</li> <li>Children/young people will be encouraged to learn and practise good hygiene habits through games, songs, and repetition.</li> </ul>					



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				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
<b>Foreign travel during summer break</b>	Staff, Pupils, Parents, visitors, contractors	<b>Increased transmission of virus</b>	<ul style="list-style-type: none"> <li>It has been made explicit to staff, parents and pupils that if they are travelling abroad for the summer holidays, that they will be required to adhere to the current testing and quarantine rules of the country being visited and the UK when returning. The latest guidance on quarantine <a href="#">coronavirus (COVID-19): how to self-isolate when you travel to the UK</a> has been share with all parties.</li> <li>If families are returning from foreign travel towards the end of the summer break and they are required to quarantine, that hey inform the school and they must not return to school until the 14-day quarantine period has finished.</li> <li>staff will need to be available to work in school from the start of the autumn term. Therefore, the school has discussed leave arrangements with staff before the end of the summer term to avoid this occurrence as far as is practicable.</li> <li>There is also a risk that even where a member of staff's official return date provides sufficient time for quarantine, that their travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>If it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>					





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				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
Outbreaks of COVID-19	Staff, Pupils, Parents, visitors, contractors	Increased transmission of the virus, and/or increased severity of health risks	<ul style="list-style-type: none"> <li>The school will keep their Business Continuity and Emergency Response and Recovery plans up to date in preparation for outbreaks of COVID-19, including how every child, pupil or student will continue to receive quality education and care</li> <li>The LA's outbreak management plan for schools will be closely followed</li> <li>According to current guidance, if the school has several confirmed cases within 14 days, this may indicate an outbreak and the school will work closely with the LA's Public Health team and if necessary the North West London Health Protection Team who will advise if additional action is required.</li> <li>COVID-19 is a virus that we will have to live with going forward, and therefore it is likely that outbreaks will be determined by the strain of coronavirus identified in the positive cases, i.e. VOCs, which are new/unknown, or for which there is evidence of greater health risks.</li> <li>For outbreaks affecting a specific area, or the borough as a whole, ministers may offer the area enhanced response package, in which case the LA and school will follow any instructions given.</li> <li>If an outbreak is confirmed, the LA's Director of Public health might advise the school to temporarily revert to previous risk assessments (e.g. Step 3) and reintroduce some control measures.</li> <li>For outbreaks at school level, this will be managed on a case by case basis in conjunction with the LA's Public Health Team. The actual measures necessary may vary from case to case, but the school's Business Continuity and Emergency</li> </ul>	Major	Unlikely	Medium		



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				Possible Outcome/Severity	Likelihood	Risk rating: High Medium Low	Further preventative measures to control the risk	Proposed Timescale/ date Completed
Consider: premises work, equipment, specific tasks	People at risk	How might harm be caused	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.					
			Response and Recovery plans have been prepared for the following possibilities:					
Outbreaks - Testing			<ul style="list-style-type: none"> <li>Reintroduction of asymptomatic testing</li> <li>Pupils/students to increase the use of home testing</li> <li>Staff advised to increase the use of home testing</li> </ul>	Please Select	Please Select	Please Select		
Outbreaks – Social Distancing			<ul style="list-style-type: none"> <li>It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> </ul>	Please Select	Please Select	Please Select		
Outbreaks – Face Coverings			<ul style="list-style-type: none"> <li>The temporary wearing of face coverings by staff in communal areas and/or classrooms</li> <li>The temporary wearing of face coverings by pupils/students in communal areas and/or classrooms</li> </ul>	Please Select	Please Select	Please Select		
Outbreaks - Shielding			<ul style="list-style-type: none"> <li>In the event of a major outbreak or introduction of a VoC that poses a significant risk to individuals on the shielded patient list (SPL) shielding may be reintroduced. This can only be done by national government and a major outbreak will be likely to be one that is area or borough-wide, rather than an individual school.</li> </ul>	Please Select	Please Select	Please Select		
Outbreaks - Attendance			<ul style="list-style-type: none"> <li>Attendance restrictions will only be considered in extreme circumstances and as a last resort. Any decision to do so will be based on scientific and public health advice.</li> <li>If necessary, high quality remote education will be provided to those pupils/students not in attendance.</li> <li>Priority will be given to vulnerable young people and the children of critical workers to</li> </ul>	Please Select	Please Select	Please Select		



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<b>Consider:</b> premises work, equipment, specific tasks	<b>People at risk</b>	<b>How might harm be caused</b>	<b>Control By:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	Possible Outcome/ Severity	Likelihood	Risk rating: High Medium Low	<b>Further preventative measures to control the risk</b>	Proposed Timescale/ date Completed
			attend school according to their normal timetables.					
<b>Outbreaks – Educational Visits</b>			<ul style="list-style-type: none"> <li>Residential visits will be limited or put on hold.</li> </ul>	Please Select	Please Select	Please Select		
<b>Outbreaks – Events</b>			<ul style="list-style-type: none"> <li>Events such as open days, transition or taster days, performances and fairs may have to be postponed.</li> </ul>	Please Select	Please Select	Please Select		
<b>Outbreaks – Visitors to site</b>			<ul style="list-style-type: none"> <li>Only essential visitors able to attend site, i.e. those required for the continued operation of the school, for reasons of education, safety, and welfare.</li> </ul>	Please Select	Please Select	Please Select		
<b>Signed:</b>				<b>Assessment Date:</b> 26/07/21			<b>Further action required: Y/N</b>	
<b>Name:</b>	Anne Clinton						Collect information regarding staff vaccination status	

