



# Oak-Tree Group of Schools

# Record of Risk Assessment

School (if school specific)

## OAK-TREE SCHOOLS COVID-19 RISK ASSESSMENT

Room/Area/Task being assessed	<b>FULL RETURN TO NORMAL SCHOOL OPERATION FROM SEPTEMBER 2021</b>	Name of Assessor & Role	<b>MIKE ISBELL Group Ops Manager</b>	Date First Issued	<b>27/05/2020</b>
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Last Review/Amendment Date	<b>6/01/22</b>	Next Review Date	<b>13/01/22</b>	Reviewed by	<b>Mike Isbell</b>	
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List what could cause harm	Staff/pupils etc	Initial Risk Rating			How will the risk be minimised (actions taken to eliminate or reduce)	Residual Risk Rating		
Hazards Identified	People at Risk	L	S	RR	Risk Control Measures	L	S	RR

### Overarching Consideration:

Following the publication of government guidelines (“schools Covid 19 operational guidance” updated 17/8/2021, instructing schools to implement a full return to normal and unrestricted operations from the Autumn Term 2021. This risk assessment reflects the removal of these restrictions but retains a number of actions that are considered reasonable in order to minimise the risk of a further Covid outbreak.

A separate ‘Covid 19 Outbreak Management Plan’ has been developed to deal specifically with a Covid outbreak should it occur.

**This plan is published alongside this Risk Assessment for ease of reference.**

## STAFF/PUPILS WITH UNDERLYING HEALTH CONDITIONS & ANXIETY

<p>Staff &amp; Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19. This includes</p> <ul style="list-style-type: none"> <li>• Those already classed as clinically vulnerable or clinically extremely vulnerable due to existing health conditions.</li> <li>• Those from a BAME (Black and Minority Ethnic) background that have subsequently identified as being disproportionately affected by COVID-19.</li> <li>• Pregnant members of staff.</li> <li>• Those who initially were provided with a 'shielding' notification from the NHS or their General Practitioner (GP)</li> </ul>	Staff/Pupils	2	5		<p><b>Consideration:</b></p> <p><i>The government has placed great emphasis on the vaccination programme to combat the threat posed to these identified risk groups. Accordingly the requirement to shield has been suspended and staff/pupils will return to their place of work with all restrictions lifted.</i></p> <ul style="list-style-type: none"> <li>• Group Managing Principal to write independently to all staff and parents prior to the start of the Autumn Term providing detail as to how the schools have amended their Covid procedures in accordance with the latest government guidelines.</li> <li>• Continue to implement twice-weekly home based lateral flow testing, initially until the 30<sup>th</sup> September 2021. This will apply to all staff and senior pupils.</li> <li>• Undertake 2 in-school tests for senior pupils upon their return. The first will be undertaken on the 6<sup>th</sup> September with the second administered 3 or 4 days later.</li> </ul>	1	5	5
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## COVID 19 MANAGEMENT OF SYMPTOMS AMONGST PUPILS/PARENTS/VISITORS ON SITE

<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	Pupils	2	5	10	<ul style="list-style-type: none"> <li>• If a member of staff, pupil or visitor (including parents) or contractor becomes unwell on site and show signs of any of the 3 core symptoms, namely: <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> </li> <li>• they must be advised to leave the site immediately or if a pupil, sent home and advised to follow the government guidance.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a> </li> </ul> <p>Applicable to pupils prior to leaving the site:</p> <ul style="list-style-type: none"> <li>• Isolate the individual in the room provided for this purpose.</li> <li>• If they require assistance before returning home or if they are waiting to be picked up the person attending must be equipped with appropriate PPE.</li> <li>• If they are seriously ill, then a member of staff should call 999.</li> </ul>	1	5	5
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					<ul style="list-style-type: none"> <li>• If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013</li> <li>• Being mindful of individual pupils' needs, it would not be appropriate for younger children to be alone without adult supervision.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• If a pupil, the individual should be escorted into the care of the parent/carer upon arrival.</li> <li>• If PPE was required during this process this should then be correctly disposed of.</li> </ul> <p>Testing on-site for pupils displaying symptoms.</p> <p>For senior pupils, having received parental permission, a lateral flow test may be administered while in isolation to determine a positive or negative test. If negative the pupil may return to class if well enough. If too ill to continue then they must go home.</p> <p>For junior pupils, a test may be administered on-site by the parent/carer following their arrival. Should the test prove negative then the pupil may return to class if well enough to do so or, go home if not fit to return.</p> <p>At all times the well-being of the school population must remain the key consideration in preventing the potential spread of the virus.</p> <p>NB: It is important to recognise that nationally, pupils are displaying additional symptoms that ultimately lead to a positive test for Covid 19. Teachers have therefore been instructed to be mindful of these when recommending a pupil be moved into isolation.</p>			
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<b>COMMUNICATION</b>									
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Lack of adequate communication related to ongoing COVID-19 procedures to staff, pupils, parents/carers, contractors and other visitors attending the school site for business, events and other purposes.	Staff/Pupils /Parents/ Contractors	2	3	6	<ul style="list-style-type: none"> <li>• Continue to display posters that provide information about symptoms in prominent locations around the sites.</li> <li>• Inform pupils, parents, visitors, such as suppliers, and contractors not to visit the school if they are displaying any symptoms of COVID-19 and to follow the government stay at home guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>.</li> </ul>	1	3	3
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					<ul style="list-style-type: none"> <li>Continue to advise and encourage parents and other visitors to adopt best practice when attending the school site and ensure that this is communicated as required in line with any changes to the government guidance and/or the school's own procedures. <b>Latest communication to parents can be accessed here:</b></li> <li>Inform parents that face coverings are required when attending year group or whole school events.</li> <li>Encourage parents to take a lateral flow test on the same day as an event if planning to attend, and remind parents not to attend if the result is positive or if they display any symptoms.</li> <li>Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is updated periodically in line with any changes to the government guidance and/or the school's own procedures.</li> <li>Communicate with staff by email/Portal message about all ongoing plans regarding the return to normal operating procedures.</li> <li>Discuss with in-house cleaners the ongoing cleaning requirements.</li> <li>Fully brief the Site Management and Maintenance Teams as to the continuation of the enhanced cleaning regime.</li> <li>Distribute this Risk Assessment to all staff for consideration and keep them updated as required via briefings and formal notifications.</li> </ul>			
Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents following CONFIRMED case(s) of COVID 19 within the school.	Staff/ Pupils /Parents	2	3	6	<ul style="list-style-type: none"> <li>Ensure that the separate " Covid 19 outbreak management plan" is communicated to Staff and parents at the earliest opportunity so that they are pre-advised as to the action(s) to be taken</li> <li>Details of staff testing positive for Covid 19 to be communicated to the authorities.</li> </ul>	1	3	3
Dealing with mental health or wellbeing difficulties for Staff and Pupils concerned with the return to normal operations.	Staff/Pupils	3	5	15	<p><i>It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:</i></p> <ul style="list-style-type: none"> <li><i>those who have developed anxieties related to the virus</i></li> <li><i>those about whom there are safeguarding concerns</i></li> <li><i>those who may make safeguarding disclosures once they are back in schools</i></li> </ul> <p><i>Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school.</i></p> <ul style="list-style-type: none"> <li>Consider providing opportunities for children both in school and at home to talk about</li> </ul>	1	5	5

					<p>their experiences of the past few months.</p> <ul style="list-style-type: none"> <li>• Offer opportunities for one-to-one conversations with trusted adults where this may be supportive for certain individuals.</li> <li>• Consider arranging some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe.</li> <li>• Plan for pastoral activities, such as positive opportunities to renew and develop friendships and peer groups, or other enriching developmental activities.</li> </ul>			
<b>TRAVELLING OFF-SITE</b>								
Undertaking of offsite trips/educational visits overseas.	Staff/Pupils /Parents.	2	5	10	<ul style="list-style-type: none"> <li>• The planning of overseas trips can progress as normal. Continue to follow government FCO advice on the destinations that are still affected by Covid 19 and adhere to limitations and requirements.</li> </ul>	1	5	5
Undertaking of offsite trips/educational visits within the UK.	Staff/Pupils /Parents.	3	5	15	<ul style="list-style-type: none"> <li>• Ensure that the Application for School Trips is fully completed and references the need to obtain Risk Assessments and adherence to any ongoing localised Covid 19 compliance requirements from venues and other service providers.</li> <li>• These are to be evaluated by the Group Operations Manager &amp; Bursar and cannot operate without their authorisation .</li> </ul>	1	5	5
Staff and pupils contracting the virus through transmission when using vehicles operated by the school.	Staff/Pupils	3	5	15	<ul style="list-style-type: none"> <li>• Maintain separation between driving compartment and the rear seating through the continued use of the installed physical barrier.</li> <li>• When the 7-seater people carrier is being used, all persons on board can make a personal choice on the wearing of face coverings for the duration of the journey.</li> </ul>	1	5	5
<b>HYGIENE &amp; CLEANING PRACTICES</b>								
Staff, pupils, contractors and visitors to school premises not able to maintain prescribed good hygiene practices	Staff/Pupils /Visitors	2	5	10	<ul style="list-style-type: none"> <li>• Maintain current hygiene and cleaning practices</li> <li>• Review stocks of hand soap, alcohol-based hand sanitiser and paper towels and purchase additional stocks as required.</li> <li>• Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (ie either running water and hand soap or alcohol-based hand sanitiser).</li> <li>• Provide alcohol-based hand sanitiser in prominent places and ensure that appointed maintenance team members are tasked with topping these up regularly.</li> <li>• Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</li> <li>• Continue to educate the children about good hygiene procedures through discussions and appropriate websites.</li> </ul>	1	5	5

Lack of adequate cleaning leading to indirect transmission of the virus.	Staff/Pupils /Visitors	3	5	15	<ul style="list-style-type: none"> <li>Maintain the current cleaning regime ensuring that the in-house cleaners and any additional cleaning support provided, are well versed in the ongoing cleaning requirements and the use of chemicals for this provision.</li> </ul>	1	5	5
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## CATERING

Hazards associated with the catering provision which may lead to the transmission of the virus.	Staff/Pupil/ Contractors	3	5	15	<p><i>Chartwells, the Oak-Tree Group's external catering provider, has circulated a 'Re-opening strategy' that the school has reviewed and approved. This will be closely monitored to ensure that Chartwells staff are in full compliance with the actions indicated within this document.</i></p> <p>In support of the Chartwells strategy:</p> <ul style="list-style-type: none"> <li>Ensure that cleaning schedules are maintained within the dining areas.</li> <li>Ensure hand sanitisers located within the dining area are full and remind staff/pupils of their use.</li> <li>Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</li> <li>Ensure that any refreshments for events (eg team meetings) are served rather than self-service where possible.</li> <li>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</li> <li>Ensure that no snacks are brought to school from outside.</li> </ul>	1	5	5
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## HEALTH AND SAFETY CONSIDERATIONS

Lack of adequately-trained fire marshals.	Staff/Pupils	2	5	10	<ul style="list-style-type: none"> <li>Review the Fire Risk Assessment and Fire Evacuation Procedures.</li> <li>Ensure that adequately-trained staff are available on-site at all times to assist both in the event of an emergency and in the undertaking of fire evacuation testing.</li> <li>If there are changes to normal operations, amend the Risk Assessment accordingly and mitigate for these changes.</li> </ul>	1	5	5
Increased fire management risk as a result of maintaining higher ventilation levels	Staff/Pupils	3	5	15	<ul style="list-style-type: none"> <li>With the requirement to increase ventilation throughout the site, doors are likely to be hooked/wedged open. This could present a greater risk. An open-door policy has already been adopted as an operational policy and has been considered within our current Fire Risk Assessment and Fire Procedures.</li> <li>Review current Personal Emergency Evacuation Plans (PEEPs) and update if required.</li> <li>Conduct a Full Fire Drill at the earliest appropriate opportunity to test the robustness of evacuation procedures.</li> </ul>	1	5	5

Provision of first aid/medical treatment to symptomatic/asymptomatic individuals.	Staff First Aiders	2	5	15	<p><i>First aiders may need to assist/accompany symptomatic/asymptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</i></p> <ul style="list-style-type: none"> <li>• Staff member/pupil showing symptoms is confined to the identified isolation room at each school.</li> <li>• Ensure PPE is available at a suitable location to enable donning/doffing.</li> <li>• Ensure instructions for the correct donning/doffing of PPE are clearly posted.</li> <li>• Ensure disposal of PPE is catered for with suitable containment.</li> <li>• Review PPE regularly to ensure that suitable supplies are available.</li> </ul>	1	5	5
Inadequate ventilation	Staff/Pupils	2	5	10	<p>The general aim should be to supply as much outside air as possible throughout the school buildings.</p> <ul style="list-style-type: none"> <li>• Staff should be advised to open doors and windows where possible and safe to do so. (Staff must be mindful of the fire risk as well as considering safeguarding and security risks).</li> <li>• Ensure staff remove any wedges and close doors when rooms are left unoccupied.</li> <li>• Keep toilet ventilation in operation where there is mechanical extraction.</li> <li>• Where additional ventilation/cooling is required, the installed air-conditioning units can be used as they are fitted with filters and therefore play a role in reducing the potential for the spread of the virus. We have taken the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in <a href="#">How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.</a></li> </ul>	1	5	5

**POTENTIAL HAZARDS:** - The following checklist may be helpful in identifying potential risks

Electrical	Lighting	Fixtures /Fittings	Heating
Sockets , Switches Cables, Plugs, Extension Cables, Appliances (PAT tested), cookers,	Glare, Lights & Bulbs, Reflection	Desks, Chairs, Shelving, Worktops, Sinks, Coat Pegs, Storage, Pin Boards, Projectors	Radiators, Fan Heaters, Cooling Fans,
Slips/Trips/Falls	Ergonomics	Handling/Lifting	Communication
Carpets, Tiles, Cables, Tables, Chairs, Surfaces, Obstacles	Display Screen Equipment , Chair, Room Layout, Movement of Staff & Pupils, Working Environment	Shelf Heights, Equipment, Packages, Weight	H&S Notices in place, Warning Notifications
Eating /Drinking	Chemical	Operation of Equipment	Fire Hazards
Drinking Water, Food Storage, Hot Water Supply. Allergens	Storage, Safe Use, COSHH, PPE	Competence of use, training needs, Supervision	Combustible Materials, Waste Paper Heat Source(see electrical) naked flames

Using numerical values to calculate the levels of risk. L (likelihood) x S (Severity) = RR (Risk Rating)

L = Likelihood		S = Severity		RR = RISK RATING			
1 = Extremely Unlikely	1 = None/Minor Harm	1-4 Very Low	5-10 Low	11-15 Medium	15-20 High	20 + Very High	<p>These risks are considered acceptable.</p> <p>No additional controls required, maintain current controls.</p> <p>Consider measures to reduce risks if practicable.</p> <p>Urgent implementation of additional control measures.</p> <p>Unacceptable risk. Substantial Improvement in Risk Controls necessary to reduce the risk to an acceptable level</p>
2 = Unlikely	2 = Moderate Harm	<p><b>Definitions:</b></p> <p><b>Risk Assessment</b> - A systematic examination of identified risks</p> <p><b>Hazard</b> - Something that has the potential to cause harm</p> <p><b>Harm</b> - The damage that a hazard may cause, physical/psychological when involving people</p> <p><b>Likelihood</b> - The chance that a hazard realises its potential to cause harm</p> <p><b>Severity</b> - Extent of injury, damage etc.</p> <p><b>Risk</b> - The probability of a hazard actually causing harm</p> <p><b>Controls</b> - Measures introduced to reduce to an acceptable minimum, the possibility of harm to persons</p>					
3 = Likely	3 = Serious Harm						
4 = Extremely Likely	4 = Major Harm						
5 = Almost Certain	5 = Catastrophic/Fatal						