



# 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>APPLICABLE THROUGHOUT SPRING TERM 2022</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>05/05/22</b>	Next Review Date	<b>01/06/22</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 withdrawal of government guidelines (“schools Covid 19 operational guidance” last updated February 2022), The Oak Tree Group of Schools have implemented a full and unrestricted return to normal operation. This risk assessment reflects the removal of guidance 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.**

## COVID 19 MANAGEMENT OF SYMPTOMS AMONGST PUPILS & STAFF

Suspected cases of COVID-19 on site.	Pupils/Staff	3	3	9	<p><b>Consideration:</b></p> <p>The Government is now treating Covid-19 largely as any other respiratory illness, with the message that we are to stay at home if unwell or carry on if we are able to do so.</p> <p>Respiratory infections are common in children and young people. For most children and young people, these illnesses will not be serious, and they will soon recover following rest and plenty of fluids. Very few children and young people with respiratory infections become seriously unwell.</p> <p>The list of <a href="#">COVID-19 symptoms</a> has been updated and now includes:</p> <p>A high temperature or shivering (chills)  A new, continuous cough  A loss or change to your sense of smell or taste  Shortness of breath  Feeling tired or exhausted  An aching body  A headache  A sore throat  A blocked or runny nose  Loss of appetite  Diarrhoea  Feeling sick or being sick</p> <ul style="list-style-type: none"> <li>• Pupils with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend school.</li> <li>• Pupils who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.</li> <li>• Staff that have symptoms of a respiratory infection, such as Covid-19, and have a high temperature or do not feel well enough to go to work or carry out normal activities are to stay at home and avoid contact with other people until they no longer have a high temperature (if they had one) or until they no longer feel unwell.</li> </ul>	1	3	3
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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	3	3	9	<ul style="list-style-type: none"> <li>Continue to display posters that provide information about symptoms in prominent locations around the sites.</li> <li>Communicate with staff by email/Portal message if there are any amendments or updates to operational procedures.</li> <li>Communicate with parents/carers by letter with changes and/or updates to operational procedures.</li> <li>Liaise 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 when and where identified as necessary.</li> <li>Continue to make this Risk Assessment available to all staff for consideration and keep them updated as required via briefings and formal notifications.</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	3	9	<p><i>Consideration:</i></p> <p><i>Some staff and/or pupils will 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>Continue to monitor both pupils and staff that may display any residual effects of returning to normal operations and intervene in an appropriate manner.</li> <li>Consider providing opportunities for children both in school and at home to talk about their experiences of the past few years if this is deemed necessary.</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>	1	3	3
<b>TRAVELLING OFF-SITE</b>								
Undertaking of offsite trips/educational visits overseas.	Staff/Pupils /Parents.	3	4	12	<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	4	4
Undertaking of offsite trips/educational visits within the UK.	Staff/Pupils /Parents.	3	4	12	<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> </ul>	1	4	4

					<ul style="list-style-type: none"> <li>These are to be evaluated by the Group Operations Manager &amp; Bursar and cannot operate without their authorisation.</li> </ul>			
<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	3	3	9	<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	3	3
<b>CATERING</b>								
Hazards associated with the catering provision which may lead to the transmission of the virus.	Staff/Pupil/ Contractors	3	3	9	<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>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</li> </ul>	1	3	3
<b>HEALTH AND SAFETY CONSIDERATIONS</b>								
Provision of first aid/medical treatment to symptomatic/asymptomatic individuals.	Staff First Aiders	3	3	9	<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>Ensure PPE is available at a suitable location to enable donning/doffing if the staff member attending requires protection.</li> </ul>	1	3	3

					<ul style="list-style-type: none"> <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>			
Inadequate ventilation	Staff/Pupils	3	3	9	<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> </ul>	1	3	3

**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	<b>1-4 Very Low</b> These risks are considered acceptable. <b>5-10 Low</b> No additional controls required, maintain current controls. <b>11-15 Medium</b> Consider measures to reduce risks if practicable. <b>15-20 High</b> Urgent implementation of additional control measures. <b>20 + Very High</b> Unacceptable risk. Substantial Improvement in Risk Controls necessary to reduce the risk to an acceptable level
2 = Unlikely	2 = Moderate Harm	
3 = Likely	3 = Serious Harm	<b>Definitions:</b> <b>Risk Assessment</b> - A systematic examination of identified risks

4 = Extremely Likely	4 = Major Harm	<b>Hazard</b> <b>Harm</b> <b>Likelihood</b> <b>Severity</b> <b>Risk</b> <b>Controls</b> <ul style="list-style-type: none"> <li>- Something that has the potential to cause harm</li> <li>- The damage that a hazard may cause, physical/psychological when involving people</li> <li>- The chance that a hazard realises its potential to cause harm</li> <li>- Extent of injury, damage etc.</li> <li>- The probability of a hazard actually causing harm</li> <li>- Measures introduced to reduce to an acceptable minimum, the possibility of harm to persons</li> </ul>
5 = Almost Certain	5 = Catastrophic/Fatal	