

Covid-19 Risk Assessment

From September 2020

Location	Assessor	Date Completed
Oak Academy	Richard Burgas	Tuesday 25 th August

Rationale:

- The principle intention of this risk assessment is to ensure that all parties including staff, students and parents are protected, as far as reasonably possible, from an increased risk of contracting the Covid-19 virus, whilst maintaining a productive educational environment.
- Modifications in place as a result of this assessment are expected to continue for the duration of the “transmission control period” or until specific government advice changes.
- This risk assessment has been written in conjunction with the ‘Safeguarding Policy,’ the ‘Safeguarding Annex V1.3,’ the ‘Rewards and Sanctions Policy,’ the ‘Covid-19 Rewards and Sanctions Annex V1.2’ and the ‘OA Operational Plan for September 2020.’
- All documentation is shared with staff via email and can be found on our academy website: <https://www.oak-academy.co.uk>

Hazard (What have you identified?)	Risk (What could happen? Who can be affected?)	Description	Control Measures	Led by	Risk L/M/H	Further Actions	Risk L/M/H
OA site needs to be safe to open.	Associated H&S risks when a building is ‘dormant’ for a period, e.g.: checking condition of water systems.	Oak Site H&S checks need to be undertaken prior to any re-opening to further staff and students.	Ensure all H&S compliance checks have been undertaken before opening: <ul style="list-style-type: none"> • hot and cold water systems • gas safety • fire safety • kitchen equipment • ventilation • security: access control and intruder alarm systems 	BHA	M	<ul style="list-style-type: none"> • Social Distancing measures in place when external contractors are on site. • RBU & BHA to meet to share the operational plans and conduct site walks on 10.07, 17.07 and w/c 17.08.20 • James Treble to complete final OA Site RA (Set for 15.07.20) 	L

Working in close proximity with other members of staff	Outbreak / Transmission of Covid-19	Transmission of corona virus between people by close contact	<ul style="list-style-type: none"> All staff enter through the canteen door and immediately wash hands in the sink area provided upon arrival. Students arrive and depart from their designated entrance point. Install hand sanitiser in every teaching space to be used. Provide a cleaning caddy in every teaching space to be used. Provide tissues in all teaching spaces. Frequent washing of hands with soap and warm water / alcohol based hand gels. Implement guidance from public health England ensuring 2 metre separation at all times where possible. Establish and mark out 'no-go' areas, keeping these clean and locked. Organise each year group into a bubble, establishing teaching and support spaces across the site. Structure access to the canteen for all year groups to avoid interaction. Create staff workspaces across OA site Follow the existing timetable, staff travel to the year group bubbles. Restrict access to bookable specialist teaching rooms – all theory to be taught in bubbles. <p>The following bubbles will be created:</p> <p>Year 7 Entrance/Exit Point: AFCB Entrance & Library Rooms 1.1, 1.7-1.9, Library, IT1, IT2 Tutor Base: 1.2 Toilets: B Block (shared with Year 10) Canteen: Top End Outside Space: Green Space</p> <p>Year 8 Entrance/Exit Point: Main Gate LEFT SIDE Rooms Labs 1-4, IT3 Tutor Base: A Block Meeting Room Toilets: Science Block FOUR CUBICLES Canteen: Bottom End Outside Space: Playground A</p> <p>Year 9</p>	SLT BHA HRI HRI SWI EWE	M	<ul style="list-style-type: none"> Social distancing promoted through duty rotas before, during and at the end of the day. Remove items which are difficult to clean, such as those with soft furnishings or intricate parts. Impose self-isolation within groups where a case of Covid-19 is confirmed. In classrooms: desks and chairs orientated into rows with all students to face forwards. No singing, choir groups, or use of wind and brass instruments. IT rooms assigned to year group bubble. Toilets assigned to specific year groups with signage in place to support. All ICT cables to be tidied and sheaths used to aid cleaning. Ensure cleaning caddies are checked daily and stock levels replenished. Ensure staff wipe down equipment used in the classroom at the beginning and end of their session. Ensure classrooms and work areas are well ventilated. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Ensure bins are used to capture all waste. Ensure tie-handle bin liners are used. Amend the Rewards and Sanctions policy to make explicit reference to Covid-19 behaviours and consequences. Establish First Aid Rooms in AVP office in A Building and Shower Room opposite. Convert GRE Office to sterile Covid-19 room. Convert AVP office in A and Shower Room in A to First Aid Area. Churchill's cleaning company have a separate document setting out their procedures and routines. Provide support to specific pupils to enable measures to be undertaken. Update 30.09.20 – All staff to wear facemasks when in corridors, communal areas and walking around the site. Update 09.11.20 – All students and staff to wear facemasks when in corridors, communal areas and walking around the site. 	L
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			<p>Entrance/Exit Point: Main Gate RIGHT SIDE Rooms 2.2-2.5, IT2 Tutor Base: 2.1 Toilets: Science Block FOUR CUBICLES Canteen: Top End Outside Space: Playground B TOP END</p> <p>Year 10 Entrance/Exit Point: AFCB & B corridor doors Rooms 2.6-2.8, IT1 Tutor Base: 1.3 Toilets: B Block (shared with Year 7) Canteen: Bottom End Outside Space: Playground B BOTTOM END</p> <p>Year 11 Entrance/Exit Point: Maths Hub Gate Rooms M1.1-M1.4, M2.1-M2.3, Computers in Lab6 and HSC2 Tutor Base: HSC2 and side room Toilets: B Block Maths Block Canteen: Bottom End Outside Space: Green Space behind Maths Hub</p>	<p>LFE</p> <p>DTU</p> <p>RCU</p>		<ul style="list-style-type: none"> Update 10.12.20 – staff wearing visors must also wear a face covering. 	

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Virus transmission through touch to objects	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by touch to infected objects.	<ul style="list-style-type: none"> Promote thorough hand washing on arrival to school, before eating and on departure. Frequent washing of hands with soap and warm water/alcohol-based hand gels. Practise of 'catch it, bin it, kill it' with tissues when sneezing. Daily cleaning of all 'high touch' items, including door handles and handrails, push plates, taps, flush handles, tables, chairs, work surfaces. Increased cleaning surfaces that children and young people are touching, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Isolation in GRE Office (Covid-19 triage room) followed by collection of any pupil who shows symptoms of Covid-19. In exceptional circumstances, provide individual equipment for pupils to use – non-returnable to staff. Not to be used by others. PE activities adjusted to minimise contact. Activities to take place outdoors whenever possible. Regular signposting and promotion of hand hygiene through the assembly and tutor program. 	SLT BHA SLT MPR	M	<ul style="list-style-type: none"> Routine cleaning of any furniture that is shared between children. Lunch tables disinfected between sittings. Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Encourage children to not touch their faces. Ensure tissues available in every classroom. Put up signage to promote 'catch it, bin it, kill it' culture and signpost bins to be used. Ensure that bins for tissues are emptied throughout the day. Provide an induction/orientation process for all year groups on Monday 7th September with staggered arrival/departure times to ensure social distancing. PE equipment to be organised and shared between the year group bubbles. PE equipment to be cleaned at the beginning and end of any activity. Provide support to specific pupils to enable measures to be undertaken. 	L
Parents and visitors transmitting Covid-19	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> Access for parents/visitors limited to Reception only if arriving without appointment. Visitors/contractors by appointment only with Principal/VP approval. Distancing supported outside of school through painted lines and arrows. (2 metre intervals) Duty staff will supervise all student entrances at the start and end of the day. Student Entrances: opened during arrival and departure times only – locked during the day. Staff / parent interactions at minimum distance of 2 metres. 	ZSA BHA SLT BHA	M	<ul style="list-style-type: none"> Expectations communicated to all parents and the wider Oak community. SLT to monitor social distancing between staff. SLT and Site Manager to monitor transitions into and out of school. Visitors who cannot carry out work remotely and whose visit is vital to the health and or welfare of staff students and families will be allowed on site, using MR1 and MR2, windows and doors open for ventilation, PPE if appropriate. Principal/VPs to authorise all visits. 	L

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Contractors/ Service Engineers needing access to OA site	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> All planned works to be agreed by IHA & RBU Any unplanned works requiring externals on site to be approved by RBU before work begins. BHA to have oversight of all planned and unplanned visits and contractors accessing OA site Separate working areas should be in place and no contact between external contractors, staff or students should take place. BLUE sign in/out folder in Reception to for all contractors to ensure Track and Trace is met. 	RBU ZSA	M	<ul style="list-style-type: none"> Site Team to greet all contractors/visitors on arrival and direct them to hand washing in the canteen. Visitor records securely kept for 21 days. No planned works to take place in areas of the school currently being used. No 'Oak' equipment to be shared with contractors. Areas visited to be identified for cleaning once works have been completed. Update 30.09.20 – Reception reconfigured to allow 1 visitor/family access at a time. No parental visits without prior appointment. Update 09.11.20 – Parental letter sent to clarify access arrangements, face mask and attendance expectations. 	L

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Working with students	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> • Year groups orientated into and remain within teaching space bubbles. • Specialist teaching spaces – Lab5, Lab7, Creative and Performing Arts and Food and Nutrition are used at the teacher's discretion only when necessary to support the curriculum. • Students and Staff to be encouraged to wash hands frequently • Practise of 'catch it, bin it, kill it' with tissues when sneezing. • Daily cleaning of all 'high touch' items, including door handles and handrails, push plates, taps, flush handles, tables, chairs, work surfaces. • Increased cleaning surfaces that children and young people are touching, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Isolation in GRE Office (Covid-19 triage room) followed by collection of any pupil who shows symptoms of Covid-19. • In exceptional circumstances, provide individual equipment for pupils to use – non-returnable to staff. Not to be used by others. • PE activities adjusted to minimise contact. Activities to take place outdoors whenever possible. • Regular signposting and promotion of hand hygiene through the assembly and tutor program. • Staff working with children should observe social distancing at all times, as far is reasonably possible. 	<p>HRI</p> <p>BHA</p> <p>SLT</p> <p>MPR</p> <p>EBI</p>	M	<ul style="list-style-type: none"> • Routine cleaning of any furniture that is shared between children. • Sanitiser to be available in all teaching spaces used. • Lunch tables disinfected between sittings. • clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Encourage children to not touch their faces. • Ensure tissues available in every classroom. • Put up signage to promote 'catch it, bin it, kill it' culture and signpost bins to be used. • Ensure that bins for tissues are emptied throughout the day. • Provide an induction/orientation process for all year groups on Monday 7th September with staggered arrival/departure times to ensure social distancing. • PE equipment to be organised and shared between the year group bubbles. • PE equipment to be cleaned at the beginning and end of any activity. • Provide support to specific pupils to enable measures to be undertaken. • Reinforcement of all the instructions and measures should take place as often as needed. • Update 09.11.20 – All students and staff to wear facemasks when in corridors, communal areas and walking around the site. • Update 10.12.20 – staff wearing visors must also wear a face covering. 	L

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Corona virus Infection in staff	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> Anyone showing symptoms or suspects they may be infected should not come into School. All staff to follow and observe the Public Health England and government advice. Suspected cases: contact SLT in order to access direct testing → on receipt of the result of any test the school or trust should be informed and medical guidance followed. 	RBU	M	<ul style="list-style-type: none"> Continue to signpost updated DfE guidance and support through the Principal's daily staff briefing email. Confirmed cases of Covid-19 from an adult → immediate 14 day isolation for individual. Consult with SLT / Trust about follow up procedures (e.g. isolation of group where adult was working). Update 30.09.20 – All staff to wear facemasks when in corridors, communal areas and walking around the site. Update 10.12.20 – staff wearing visors must also wear a face covering. 	L
Corona Virus Infection in students and their families /carers	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> No Student Parent/Carer should come into school if they are showing symptoms or have or suspect they may have been in contact with someone who has or may be infected. Reinforce to parents, staff and the wider Oak Community of the procedures to control infection transmission. At all times follow the guidance of PHE and the NHS Track and Trace System. 	RBU	M	<ul style="list-style-type: none"> Remain vigilant - if information comes to the school that gives reason to suspect a student or family could possibly be infected it should take careful consideration to act to protect Staff, other Students, Parents & Carers. Continue to update OA Community and signpost latest guidance and support through Newsletters, Emails and the use of OA Social Media platforms. 	L
Infection within the school	Outbreak / Transmission of Covid-19	Suspected cases of Covid-19 through identification of symptoms	<ul style="list-style-type: none"> Any pupil / adult showing suspected symptoms of Covid-19 to be moved safely and sensitively to GRE Office - the Covid-19 triage room. Outside door propped open for ventilation. Face mask to be provided to individual and those supervising (face mask and gloves). Parental contact made – student to be sent home and testing arranged. Adult to be sent home and testing arranged. Establish further contact areas around the site to be cleaned. Ensure all pupils walk down the corridor on the left-hand side if in a communal area. Ensure all staff observe the 2m distancing guides when moving around the site. At all times follow the guidance of PHE and the NHS Track and Trace System. 	SLT	M	<ul style="list-style-type: none"> Confirmed cases of Covid-19 from an adult → immediate 14 day isolation for individual. Consult with SLT / Trust about follow up procedures (e.g. isolation of group where adult was working) Inform BCP and PHE, following guidance given. Monitor all movement around the school. Continue to signpost updated DfE guidance and support through the Principal's daily staff briefing email. Continue to update OA Community and signpost latest guidance and support through Newsletters, Emails and the use of OA Social Media platforms. 	L

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Fire evacuation procedures during this period need to be amended	Outbreak / Transmission of Covid-19 Injury / risk of harm if procedures cannot be followed.	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> RBU, KGN and BHA to review current staff roles and responsibilities and amend to ensure coverage remains. Registers and visit sheets to be accurately kept and be readily available. Procedure for evacuation changed to ensure social distancing is achieved wherever possible, although the safety of the individual will be of paramount importance. 	RBU	M	<ul style="list-style-type: none"> All staff to be made aware of these new expectations and procedures. All students attending to be made aware of these expectations and procedures. Where appropriate, revised signage is in place. Ensure a full fire evacuation practice takes place in the first cycle of term. (By 18.09.20) 	L
Meeting additional needs of students with an EHCP attending OA site.	Outbreak / Transmission of Covid-19 Injury / risk of harm if procedures cannot be followed.	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> Engage in open dialogue with the parent to establish any additional risks when the student returns to Oak. Ensure a risk assessment is in place for all students that require it. Ensure this assessment is reviewed weekly. Create 'Social Stories' support document T6 to help ASC students prepare for September. 	SBU	M	<ul style="list-style-type: none"> Ensure staff in contact have the most recent SIP for the student to inform planning and lesson delivery. Deliver SEND update to all staff during INSET. All staff to complete Trauma Informed CPD before T1 2020. All EHCP and ASC families to be offered 1-1 site visit in T6 to go through changes planned. 	L
Handling of post and deliveries to the Academy	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by touch to infected objects.	<ul style="list-style-type: none"> Storage bins in reception will be used for couriers / postal workers to place items in. Reception staff will not physically accept items. Delivery drivers will be instructed and supervised to place larger items in the storage area between the staff toilets. Items for collection will be placed in similar storage bins for couriers. 	BHA ZSA	M	<ul style="list-style-type: none"> Items placed in the storage bins will not be touched or moved for 24hours. Sanitiser spray will be used to spray the item when removed and delivered to the appropriate colleague / location in school. The area itself will be marked out with 2m distancing to avoid contact. Guidance published making clear that all items will be sorted and handed out to staff by Reception after a 24hr cooling period. 	L
The Mental Health and Well-being of our Oak community.	Illness / absence from the workplace. Unrest / tensions in the home or workplace	Impact of Covid-19 & lockdown on individual health and well-being.	<ul style="list-style-type: none"> Regular briefing emails from RBU to all staff. Regular communication to parents from RBU and SLT as appropriate. Ongoing welfare checks from staff to vulnerable families. Use of FB and Twitter to promote communication between all members of the Oak community. Collation of guidance and support available, clearly signposted to all. Feedback informs planning – involvement of staff and parent views in re-opening process to ensure confidence and understanding in our intent. 	RBU EBI KPR	M	<ul style="list-style-type: none"> Publish/Share PHE and Gov. Guidance in a timely way – be transparent in all matters. Deliver a Well-being Reflection Programme to all students in T1.1 Promote the role of the Well-being Champion. Ensure OA has representation on AAT well-being development groups. Create a 'staff social event using Zooms/Teams' to promote a work/life balance. Create a 'staff voice' mechanism to capture feedback to inform planning. Update 18.11.20 – KPR is staff well-being lead. 	L

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Risk of Infection through use of public transport to/from the academy	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact	<ul style="list-style-type: none"> Ensure that all students, staff and parents are aware of the recommendations on use of public transport. Share the published Gov. Guidance on safe travel. HRI to check which (if any) students and staff use public transport so 1-1 contact and awareness of recommendations can be made. 	RBU	M	<ul style="list-style-type: none"> Students/staff that use public transport to be contacted prior to return and recommendations shared. Termly checks of staff and student' travel arrangements and advice given to those using public transport. 	L
Use of toilet facilities	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by touch to infected objects.	<ul style="list-style-type: none"> Toilets will be assigned to Year group bubbles. Hand dryers to be removed, paper towel dispensers, soap dispensers and bins to be checked and installed as required. Stock levels of toilet paper, soap, towels, etc. to be closely controlled to ensure items are always available. Staff duty rota in place to ensure access at break and lunch is controlled and monitored. Staff toilets will be open as usual, with hand dryers removed and any necessary changes as described above made. Cleanliness checks to take place before school, after break and lunch and at the end of the day. Expectations to be shared with students and staff through the assembly and daily briefings. 	RBU BHA HRI BHA SLT	M	<ul style="list-style-type: none"> Additional signage displayed to promote hand washing and "catch it, bin it, kill it." Bins to be emptied after every break and lunch. Cleaning to take place after every break and lunch, in addition to the regular cleaning at the end of every day. Duty staff to actively encourage and check hands have been washed and sanitised. Communication to parents if concerns are raised regarding student hygiene. 	L
BAME communities disproportionately affected by Covid-19	Outbreak / Transmission of Covid-19	Transmission of Covid-19 between people by close contact or touch of infected items.	<ul style="list-style-type: none"> Identify BAME staff and students and understand that they may have heightened anxiety about any return to Oak. Ensure sensitive and comprehensive conversations take place to identify any underlying and existing health conditions. Complete a risk assessment for those colleagues / students returning to Oak. 	KGN EBI	M	<ul style="list-style-type: none"> Ensure well-being support is made on a regular basis to consider the feelings of BAME colleagues / students. Consideration must be made for their physical safety, their psychological safety and their mental health. 	L

	T1.1	T1.2	T1.3	T1.4	T1.5	T1.6
Date of Review	14.09.20	21.09.20	28.09.20	05.10.20	12.10.20	19.10.20
	T2.1	T2.2	T2.3	T2.4	T2.5	T2.6
Date of Review	02.11.20	09.11.20	16.11.20	23.11.20	30.11.20	07.12.20

KEY:

LOW	MEDIUM	HIGH
Acceptable risk	Further Controls necessary	Unacceptable Risk, the task requires further assessments and changes.