



**OLDFIELD  
SCHOOL**

## Coronavirus (COVID-19) risk assessment

This RA has been prepared taking into account the following guidance

**1. Guidance for Schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

**2. CLEAPPS Classroom Risk Assessment**

**Assessment date:** 12/08/2021

**Review date:**

**Version:** 3.0

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, via droplets and aerosols) and indirect transmission (via touching contaminated surfaces).

The school should have the following controls in place:

- Ensure good hygiene for everyone
- Maintain appropriate cleaning routines
- Keep occupied spaces well ventilated

- Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19

**In specific circumstances:**

- Ensure that individuals wear the appropriate personal protective equipment
- Promote and engage in asymptomatic testing, where available

**Response to any infection**

The school will always:

- Promote and engage with NHS Test and Trace
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local health protection team advice

**How contacts are reduced will (as much as possible) include:**

- Managing movement inside school buildings to avoid congestion in some areas of the school
- arranging classrooms with forward facing desks
- staff maintaining distance from students and other staff as much as possible

Note that this Risk Assessment provides a set of overarching principles for the school and individual departments are required to consider any additional requirements for specific circumstances in their department. Any additional requirements must be detailed in the area at the end of this document so that these are logged and this document then used to confirm with staff what the operating requirements are.

<b>Hazard</b>	<b>Control measures</b>	<b>Persons at risk</b>
Non-compliance of requirements by students	1. Any student who refuses to comply with the control measures in this risk assessment will be sanctioned according to the School's Behaviour Policy.	Staff Students Visitors
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Face to face contact with an infected individual for any length of time, within 1 metre, including	1. Symptoms of COVID-19 <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature or loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</li> <li>• If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating</li> </ul>	Staff and students

Hazard	Control measures	Persons at risk
<p>being coughed on, a face to face conversation or unprotected physical contact.</p> <p>3) Any contact within 1metre for more than a minute.</p> <p>4) Extended close contact (within 1 or 2 metres for 15 minutes or more) with an infected individual.</p> <p>5) Adhoc contact with contaminated items / surfaces.</p> <p>6) Travelling in a small vehicle, like a car, with an infected individual.</p>	<ol style="list-style-type: none"> <li>2. Advise parents, students and staff who travel by public transport that they must follow government guidelines for the use of public transport.</li> <li>3. Parents to be advised only to come into school with an appointment.</li> <li>4. Ensure hand washing facilities are suitably stocked and that all are encouraged to wash hands on arrival and periodically through the day.</li> <li>5. Provide hand sanitising facilities in all rooms and communal areas, including corridors, changing rooms and social spaces.</li> <li>6. Provide hand sanitising facilities in classrooms for staff and students to use periodically throughout the day.</li> <li>7. Staff and students to be advised of best hygiene practices.</li> <li>8. Staff and students to be advised of changes to school operating procedures.</li> <li>9. All rooms used to be cleaned at the end of the working day / before the start of the working day– classrooms / washrooms / offices.</li> <li>10. Students and staff will be provided with a safe surface sanitiser to wipe down their desks and keyboards (if used) at the end of lessons.</li> <li>11. Cleaning of high use points including door handles, banisters and push plates by the site team during the day.</li> <li>12. Where acceptable, ventilation (open windows or use of fresh air supplied air conditioning units) should be maintained in any rooms being used. If air conditioning units to be used, doors to other rooms/corridors must be closed.</li> <li>13. Students to be advised to bring their own stationery to school.</li> </ol>	
<p>Working within close proximity of others in classrooms / Lessons / offices</p>	<ol style="list-style-type: none"> <li>1. Desks to be arranged so that students face the front in lessons</li> <li>2. A perspex barrier is in place at Reception.</li> <li>3. Sanitising gel available on Reception and used by all visitors to the school and before using the electronic entry touchscreen.</li> <li>4. Rooms should be adequately ventilated, windows should be opened and doors propped open where not fire doors.</li> <li>5. Recirculating air conditioning systems and fans must not be used.</li> <li>6. CO2 monitors to be installed in all rooms to allow areas where ventilation needs to be improved to be identified.</li> <li>7. Visitors use hands sanitising gel before and after signing –in</li> </ol>	<p>Staff Students</p>
<p>Use of Changing facilities / showers</p>	<ol style="list-style-type: none"> <li>1. Changing rooms to be cleaned with the electrostatic cleaner using the long-life anti-viral cleaning agent on a weekly basis.</li> <li>2. Manage entry and exit in the facilities to reduce congestion and contact at all times</li> </ol>	<p>Staff and students</p>

Hazard	Control measures	Persons at risk
Mixing with other students in school and on public transport	<ul style="list-style-type: none"> <li>• <b>Movement around the school:</b></li> <li>• One way systems around the school site and within buildings will be in place where possible, with restricted entry and exit points from buildings.</li> <li>• Students will be required to sanitise their hands when entering a classroom or indoor social space.</li>   <li>• <b>Travel to and from school:</b></li> <li>• Students using public transport will be required to wear face coverings when on the bus.</li> <li>• Students will be encouraged to walk or cycle to school where possible.</li> </ul>	Staff and students
Dangers from Covid 19 – Vulnerable Groups	<ol style="list-style-type: none"> <li>1. Any students who are clinically extremely vulnerable or have been classified such should attend school unless they have been advised by their clinician or other specialist not to attend.</li> <li>2. Clinically extremely vulnerable and vulnerable staff will be risk assessed and extra control measures will be put in place where necessary.</li> </ol>	Staff and students
First Aid Provision	<ol style="list-style-type: none"> <li>1. First Aid staffing and coverage will be maintained at normal levels</li> </ol> <p>Arrangements for child who becomes unwell.</p> <ul style="list-style-type: none"> <li>• If a student becomes unwell with symptoms of coronavirus whilst in school, they should be immediately sent to reception who will send the student to the isolation room (darkroom in main corridor), call a first aider to attend and call home and arrange for immediate collection of child.</li> <li>• A face mask should be worn by the supervising adult (first aider) if a distance of 2 metres cannot be maintained.</li> <li>• If contact with the student is necessary, then gloves, an apron and a face mask should be worn by the supervising adult (first aider). We also have face visors available which can be worn if the first aider wishes.</li> </ul>	Staff and students

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	<ul style="list-style-type: none"> <li>• If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then protective glasses should also be worn.</li> <li>• The student should then be contained in the isolation room on their own, if the student is safe to leave unattended, with the windows open, until they are collected by their parent. The parent will be told to call reception on arrival and wait at the student entrance for the student to come out. Once collected the parent should be informed that the student must not return to school for 10 days, from the next day, regardless of whether they have further symptoms. They should also be advised to have a test performed for COVID-19 as soon as possible.</li> <li>• The site team should then be called to sanitise the first aid room whilst wearing appropriate PPE (gloves, plastic apron and mask. Please note visors are also available if required). The room should not be used again until this happens.</li> <li>• Any incident of a student being sent home should be immediately reported to the Headteacher.</li> <li>• A stock of PPE should be kept on the Reception desk and checked on a weekly basis to ensure that adequate stocks are available.</li> <li>• School has PCR tests to give to families where there is a belief that they will struggle to organise tests for themselves.</li> <li>• Specific risk assessments for identified students have been /will be put in place for students with medical needs.</li> </ul>	
Asymptomatic testing	Refer to the separate risk assessment for asymptomatic testing	
Exposure from large numbers of persons in one area	<ol style="list-style-type: none"> <li>1. During lunch and break times year groups will use separate outside areas of the school as social spaces .</li> </ol>	Staff and students
Poor hygiene	<p>To ensure as far as possible a safe environment, the school will:</p> <ol style="list-style-type: none"> <li>1. Remind all to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by PHE.</li> <li>2. All work rooms and classrooms will have e of the importance of hand hygiene and the 'catch it, bin it, kill it' approach.</li> <li>3. All classrooms will have automatic hand sanitiser dispensers that staff and students will use on entry to the room.</li> </ol>	Staff and students

Hazard	Control measures	Persons at risk
	<ol style="list-style-type: none"> <li>4. All classrooms to have bins with lids for disposal of tissues.</li> <li>5. Remind all to avoid touching face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>6. Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>7. Provide suitable and sufficient rubbish bins for hand towels and with regular removal and disposal.</li> <li>8. Ensure sufficient supplies of soap, hand sanitiser.</li> <li>9. Wash hands before and after using the facilities</li> <li>10. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> <li>11. Regular cleaning of frequently touched points and classrooms by site team.</li> <li>12. Students and staff will be allowed to wear face covering in school and will be recommended to do so.</li> <li>13. Students will be told not touch the front of their face covering during use or when removing face coverings. Hands will be washed/ sanitised after a face covering has been removed.</li> </ol>	
Working in local vicinity to Site staff and site contractors (maintaining social distancing distancing)	<ol style="list-style-type: none"> <li>1. All contractors will receive a toolbox talk to confirm the need for social distancing as well as the schools standard methods of working – in most cases this will also be sent to company in advance when works are scheduled.</li> <li>2. All contractor areas will be segregated from staff and students.</li> <li>3. All staff to adhere to any signage preventing access to work areas.</li> <li>4. Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas.</li> <li>5. RAMS will be in place to cover the activity including the approach to social distancing / Covid 19 Controls.</li> <li>6. Workers who are unwell will be asked to leave site.</li> <li>7. Maintain social distancing from each other as much as possible with supervision in place to monitor compliance.</li> <li>8. Single use PPE should be disposed of so that it cannot be reused.</li> <li>9. Hygiene measures and cleaning schedules to be in place (regularly washing hands for at least 20 seconds with soap and warm water).</li> <li>10. All work areas to be fully sanitised after use and completion of the works prior to reoccupation by the school.</li> <li>11. Any health concern to be raised immediately with the Headteacher.</li> </ol>	Contractors staff students
Poor Cleaning	<ol style="list-style-type: none"> <li>1. On a daily basis, all areas used will be sanitised after use with suitable chemicals.</li> <li>2. The safety of the cleaning team is important and as such all cleaning staff will: <ol style="list-style-type: none"> <li>a) Wear gloves and disposable aprons when cleaning</li> </ol> </li> </ol>	Staff and Students

Hazard	Control measures	Persons at risk
	<p>b) Ventilate rooms / areas c) Dispose of all waste safely</p> <p>3. All rooms in use will be cleared of surplus items on flat surfaces to ensure thorough cleaning is possible.</p> <p>4. Any issues to be reported to the Site Team Leader</p> <p>5. Should a case of Covid 19 be confirmed in school, the areas the individual has used will be isolated from use and arrangements made for the areas to be sanitised – note this may be using external cleaners but under the guidance of the PHE HPT. The guidance provided by PHE Covid 19: Cleaning in non-Healthcare Settings will be followed.</p> <p>Additional cleaning measures to include:</p> <ul style="list-style-type: none"> <li>• Agreed daily enhanced cleaning plan implemented to ensure cleanliness</li> <li>• Use of disposable cloths and cleaning equipment in conjunction with sanitising solution or detergent and disinfectant</li> <li>• Cleaning staff to wear disposable gloves and visors (if required)</li> <li>• Cleaning of all high frequency points including door handles, banisters and push plates by site team during the school day</li> <li>• Daily cleaning of all surfaces/desks by cleaning team. Use of wipes on computer keyboards in classrooms by those who have used them.</li> <li>• Use of electrostatic cleaner and a viral spray in high risk areas such as toilets, changing rooms and staff room.</li> <li>• Additional lockable soap dispensers have been installed in most toilets.</li> </ul>	
No enforcement of requirements by staff	<p>1. Checks to be undertaken by SLT</p> <p>2. Concerns to be raised immediately with SLT or Business Manager who will consider / investigate / address</p>	Staff and students
Poor mental health	<p>1. Consideration given to the wellbeing and mental health of staff (particularly at this time) and to ensure that factors such as workload, pressures of personal life and arrangements, effect of the current situation are considered in supporting their teams and to discuss any support that may be required with the individual and to seek further support as detailed in the standard school policy.</p> <p>2. Safeguarding Policy and procedures have been updated and staff are to read this.</p>	Staff

## Management

- Please ensure all staff are aware of reporting requirements and that all issues / confirmed cases are escalated to the Headteacher or Business Manager
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Risk assessment to be reviewed as required.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the school taking responsibility for their actions and behaviour.