

RISK ASSESSMENT

Location: Oak Meadow School

Opening of School during the National Lockdown

28th January 2021

Hazard Identification Reference

(a) Confined Spaces	(b) Falls from Height	(c) Lone working	(d) Trip or Slip	(e) environment	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
---------------------	-----------------------	------------------	------------------	-----------------	---------------------	----------------	--------------------------	---------------	-----------------------	----------	---------------	------------

Severity (S)	Likelihood (L)	Risk Factor (R) S x L= R	
1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

The following risk assessment has been informed by Gov.UK's:

'Guidance for Full Opening: 2 July 2020

Actions for Schools during the Coronavirus Outbreak 7 January 2021

Coronavirus Contingency Framework for Education and Childcare Settings January 2021

Restricting Attendance during the National Lockdown: 7 January 2021

Guiding Principles:

- The prevalence of coronavirus and its new variant remains a national concern; the NHS Test and Trace system is up and running.
- School remaining open for pupils is vital for their education and their wellbeing. Being out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged pupils. The impact can affect both current levels of learning and children's future ability to learn. However, moving to a remote learning offer helps to minimise movement within the community and therefore helps to reduce the transmission of the virus and support the NHS.
- The risk to children themselves of becoming severely ill from coronavirus is very low and there are negative health impacts of being out of school.
- Lower academic achievement translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. However, following national guidelines, only children of critical workers can attend school as well as vulnerable children.
- Whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus suggest that staff in educational settings tend not to be at any greater risk of the virus than many occupations. There is no national confirmed evidence that children transmit the disease any more than adults do.
- Following Gov.UK guidance on closing schools to all but children of critical workers and vulnerable children, the risks to all staff will be mitigated significantly, including those who are clinically extremely vulnerable and clinically vulnerable including those living with extremely clinically vulnerable and clinically vulnerable people.
- The following risk assessment, system of controls and principles effectively minimises risks and ensures that Oak Meadow Primary School can deliver a broad and balanced blended learning curriculum offer to all children staying at home and for children of critical workers who are accessing school.

Systems of Control:**Prevention:**

- Close schools with the exception of critical workers' children and vulnerable children with effect from Monday 4th January 2021.
- Evoke the blended learning policy for home learning.
- If pupils or staff members present with symptoms, immediately minimise contact with others within school and isolate.
- Ensure that all individuals who present with coronavirus symptoms, or have someone in their household who does, do not attend school and remain isolated for a revised period of 10 days.
- Wash and clean hands thoroughly more often than usual, washing hands for at least 20 seconds.
- Ensure good respiratory hygiene by continuing to promote the 'catch it, bin it, kill it' approach.
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using anti-bacterial cleaning products such as detergents and bleach including a mid-day cleaning of touch surfaces, emptying of bins and toilets.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Where necessary, wear appropriate personal protective equipment, i.e. when administering first aid or personal care.

Response to any infection:

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus amongst the school community.
- Contain any outbreak by contacting PHE and by following Local Health Protection Team advice.

Hazard/ Activity	Persons at Risk	Risk	Control measures in use				Initial Risk			Residual Risk		
Prevention							S	L	R	S	L	R
Contact with others. (e,m)	Pupils Staff Parents/ Carers Visitors	Spread of infection due to close contact with school members.	<ul style="list-style-type: none">Contact between classes and groups is to be prevented, with all children remaining in their class/ year group bubble – as a consistent group. This is especially important, as the youngest children cannot socially distance from staff or from each other and this easily identifies those who may need to self-isolate in the event of a positive case.‘Every endeavour will be made to keep class bubbles at least partially separate thus minimising contact between children which will still offer public health benefits as it reduces the network of possible direct transmission.’‘Staff to maintain distance from pupils, ideally 2 metres, when working within the class/ year group bubble to enable a full educational offer.’‘Pupils’ educational care will be provided as normal with an avoidance of face to face contact and a minimisation of time spent within 2 metres of anyone.’‘Classrooms to be adapted to support distancing – including seating pupils side by side and facing forwards – removing unnecessary furniture out of classrooms to make more space.’Whole school or year group assemblies will not take place in the School Hall or classrooms but via Microsoft Teams if appropriate within the children's classrooms.Staff will work within 2 teams and adhere to the following rota:				2	3	6	2	2	4

Year	Team A	Team B	January							February						
Red	Zoe Sue Br Lynsey	Car Nicola Lynsey	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	Faye Andrea Sharon	Kaylee Sarah Ellie					1	2	3	1	2	3	4	5	6	7
2	Elaine Velda	Chloe Deb	4	5	6	7	8	9	10	8	9	10	11	12	13	14
3	Mal Adam	Dave Georgina	11	12	13	14	15	16	17	15 HT	16 HT	17 HT	18 HT	19 HT	20 HT	21 HT
4	Annie Sara	Beth Tracey Andrea	18	19	20	21	22	23	24	22	23	24	25	26	27	28
5	Janett Kieran	Gurpreet Donna	25	26	27	28	29	30	31							
6	Hayley Tracy	Emma Di														

(detailed further within the policy)

Mass arriving and leaving of school. (e,m)

Pupils
Staff
Parents/
Carers
Visitors

Spread of infection due to close contact.

Start and End of Day Collection Times during Full Opening of Schools:

Reception: 8.55a.m. - 3.00p.m.
Lunchtime: 11.45 – 1.00p.m.

Year 1: 8.50a.m. - 3.10p.m.
Lunchtime: 12.15p.m. – 1.15p.m.

Year 2: 8.45a.m. - 3.10p.m.
Lunchtime: 12.20p.m. – 1.20p.m.

Year 3: 8.40a.m. - 3.15p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Years 4: 8.40a.m. - 3.15p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Year 5: 8.30a.m. – 3.20p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Year 6: 8.30a.m. – 3.20p.m.
Lunchtime: 12.30p.m. – 1.20p.m.

Measures for Arriving and Leaving School

During the national lockdown period, given the reduced number of pupils accessing school provision, parents, carers and children will be advised to arrive at school between the time 8.45 – 8.55a.m. whereupon doors will be open for pupils to enter swiftly without obstruction enabling parents and carers a seamless following of the circuitous pathways. All year groups will continue to access school through their own designated year group doorway.

Parents and carers to collect children at 3.15p.m. following all social distancing guidelines whilst being encouraged to wear face masks. (issued again (8.1.2021))

If the number of children accessing school provision increases, times and access will revert back to the school times opposite.

8.30 Year 6 to enter via the MAST entrance.

Year 5 to enter via the KS2 door by the DHT's Office.

8.40 Year 4 to enter via the Hall door – the door nearest to the servery demarcated with class names/ numbers.

8.40 Year 3 to enter via their classroom door, accessible from the KS2 playground.

8.45 Year 2 to enter via their classroom door, accessible from the KS2 playground – following the school's pathway past the School's Reception, Hall and side door.

8.50 Year 1 to enter via their classroom door, accessible from the KS1 playground – following the signage through the Reception/ KS1 playground.

8.55 Reception RT to enter via the Yellow Hub's external door and RH to enter via the classroom door – to the left of the Reception children's splay area.

7.45-8.45 Breakfast Club attendees to enter via the hall door, following the main footpath to the hall.

- Parents/ Carers to be advised to refrain from gathering at the school gates or on the premises – ensuring maintenance of a social distance of 2 metres.

3


3

9

3

2

6

			<ul style="list-style-type: none"> Parents/ Carers are encouraged to wear face coverings on the school premises. During the lockdown period, all meetings with parents and carers must not take place. Children arriving at school wearing a disposable mask must dispose of them by placing them in a covered bin. Children wearing masks for their journey to school must also remove them upon arrival on the school grounds. All children must wash their hands for 20 seconds once inside school. Parents/ Carers to follow the one-way system when dropping off and collecting children, accessing the premises from either the main school/ Peacock Avenue entrance. Parents/ carers must follow the circular pathways leading past and via the Forest school pathway, following the semi-permanent markings and laminated arrows affixed to the fencing. (See photographs in Appendix 1) Parents/ Carers to be discouraged from walking across the grassy area leading along the pathway to the pedestrian gate which forks off to the School's main front entrance. 						
									
			<ul style="list-style-type: none"> The grassed area is boggy, muddy and slippery. The signage clearly warns parents and carers to refrain from accessing the area due to the possible slip hazard. Parents and carers must follow the signage along the tarmac pathways. 						
Car sharing. (m)	Staff and visitors	Spread of infection due to extremely close contact.	<ul style="list-style-type: none"> Wherever possible, staff must avoid car sharing to eliminate close contact within a confined space. If car sharing is unavoidable, car windows must remain open for the duration of the journey and face coverings must be worn. Following its use as a car share, the touch points must be cleaned with an anti-bacterial wipe. 						
Wearing of school uniform. (m)	Pupils	Spread of infection and transmission of infection via clothing.	<ul style="list-style-type: none"> Full school uniform must be worn. 'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.' PE lessons remain within the timetable of learning for children accessing school and therefore, PE kits must be worn. Kits must be stored within children's lockers and be taken home each Friday for washing. 	2	3	6	2	2	4
Use of public transport. (a,m)	Parents Pupils	Risk of infection.	<ul style="list-style-type: none"> Where possible, children to be encouraged to walk to school or to use an alternative transport, i.e. cycle or to be walked by another parent/ carer. 	2	3	6	2	2	4

Classroom equipment. (e/m)	Pupils Staff	Spread of infection due to transmission.	<ul style="list-style-type: none"> Pupils must wash their hands immediately upon arrival in school. Recognising the integral/ essential nature of equipment and resources for effective teaching and learning, classroom-based resources such as books, games, i-pads, e.t.c. can be shared and used within the class bubble. Whole class-based equipment and resources must be allocated to individual children wherever possible and must not be shared. Equipment must be cleaned daily after use using anti-bacterial wipes and be retained within the class bubble. Resources, such as PE equipment, must be cleaned after use by Soccer 2000 coaches. Lunchtime equipment assigned to year groups must be used solely by the year group children and must not be shared with others outside of their year group bubble. Lunchtime play equipment boxes for Years 2, 3, 4, 5 and 6 will be available for use on the playground and be collected and returned by the lunchtime supervisors. Whole school PE equipment must be rotated to allow it to be left unused and out of pupils' reach for a period of 48 hours – Soccer 2000 to coordinate this. 'Pupils to limit the equipment they bring into school in bags to essential items only: lunch boxes; hats and coats; reading books and diaries.' 	2	3	6	2	2	4
Staff receiving a child from parent/ carer. (a/e)	Staff Parent	Spread of infection due to close contact.	<ul style="list-style-type: none"> 'Staff to maintain a 2 metre distance from pupils and from parents/ carers. Staff must wear a protective face covering, i.e mask, shield or visor, when welcoming or handing over pupils at the start and end of the day. 'Upon arrival to school, pupils must wash their hands for 20 seconds, including when they return to class after break and before and after eating – supervised by staff.' 	2	3	6	2	2	4
Classroom organisation and set up. (a)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> 'Staff to maintain distance from pupils, ideally 2 metres, when working within the year group bubble.' 'Pupils' educational care will be provided as normal with an avoidance of face to face contact with one-another and a minimisation of time spent within 2 metres of a member of staff.' 'Classrooms to be adapted to support distancing – pupils will be seated side by side and facing forwards towards the interactive whiteboard – removing unnecessary furniture out of classrooms to make more space if necessary.' Children to be allocated their own distinct pencil/ learning equipment for use within their own class bubble/ allocated classroom working space. Tissues will be easily accessible for all children on a central table for pupils to use when coughing or sneezing – throwing the tissue in the bin after its use: 'Catch it, Bin it, Kill it'. Classroom bins will be emptied each lunchtime during the mid-day clean. Children to wash their hands after coughing or sneezing into a tissue. Drink bottles to remain easily accessible as all water fountains will not be operational, including the outdoor ones. Classrooms must be kept well-ventilated with doors open and windows, if appropriate, dependent upon the weather. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> Classroom and group room doors must be wedged open all day and upon the continuous ringing of the fire bell, door wedges to be removed to allow the doors to close. Fire marshals must check for door closures in their allotted areas following the continual ringing of the fire bells. Fire drill practice will be undertaken half termly for each teaching team to ensure all children have practice and confidence in the safe evacuation of the building. 						
Classroom lessons. (a)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> All staff must keep a safe distance of 2 metres at all times where possible when teaching – teaching from the front of the class. In Early Years and Year 1, staff can choose to wear a face covering as it is recognised that younger children are unable to maintain social distancing. The seating arrangement within the classroom must facilitate easy access to and viewing of the interactive whiteboard where all teaching will lead from. During the lockdown period, if pupil numbers permit, children to be spaced out within the classroom to further reduce close contact with one-another. Where children require extra assistance, staff must attempt to maintain a 2-metre distance or provide learning support for a period of no more than 2 minutes in one session. Children's water bottles to be easily accessible within the classroom and must not be stored next to others. 	2	3	6	2	2	4
Children's access and requirement to use the toilet during lesson times. (a/e)	Children Staff	Infection control.	<ul style="list-style-type: none"> Children to be allowed to access the toilet during lesson time and at lunch time. Children to be instructed to wash their hands for 20 seconds after using the toilet. Children must not go to or be sent to the toilets in groups – no more than 2 at a time thus allowing there a toilet cubicle to remain free between them and space at the wash basins. Upon children's return to the classroom, children must use the hand sanitiser on entering the classroom – refraining from touching classroom doors, which will remain wedged open. 	2	3	6	2	2	4
Break times. (e)	Children	Spread of infection due to close contact	<ul style="list-style-type: none"> Children will be informed and further reminded weekly of the insistence of social distancing whilst outside in their designated play area of the playground, PEACE Garden or MUGA – remaining with their year bubble at all times. Children must refrain from interacting with children from other year groups if eating a hot meal in the dining room. Supervising staff must keep a 2-metre distance from each other both inside and outside of the building, including children - at all times. Lunchtime supervisors must be vigilant to avoid children interacting with others from a different year group. Following PHE's advice, TAG is to be discouraged for children in Years 2-6 as a direct contact game. Children must use the toilet prior to going outside to minimise access into the building. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> Children must have a drink both before break time and after it as all water fountains will not be operational. 						
Break times – Staffroom and toilets. (a)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Only two staff members must be at the drink making facilities in the staffroom at any time, maintaining at least 2 metres apart from each other. Apart from the two members of staff allowed to access the drink making facilities at a time, only one-year group's staffing is allowed in the staffroom – sitting at least 2 metres apart from one-another. Staff must not sit within group rooms as this does not provide a 2 metre distance from one-another; doors must remain open to ensure adequate ventilation. The two staff members within the staffroom making drinks must remain vigilant at all times of other staff members wishing to use the facilities, moving away from the work surfaces/ drink making facilities to enable other staff members' access. Staff must prepare their own drinks/ food and wash and dry their own cups and other crockery and utensils – keeping them distinct from the communal crockery, e.t.c. or by placing them directly in the dishwasher enabling them to be washed appropriately. All work surfaces to be clear of all items other than the tea, coffee, sugar caddies, toaster and microwaves. Additional drink making facilities can be accessed from the MAST area to avoid a mass/ group gathering. Disinfectant is available within the staffroom and MAST area at all times for the cleaning of surfaces and all touch points, e.g. microwave handles, tap handles, fridge door handles, e.t.c. As staff toilets are single occupancy only, toilets and washing of hand facilities are for single use only. 	2	3	6	2	2	4
Staff's use of the photocopiers. (a0	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Only one staff member at a time is to access the photocopying room. Photocopier control panels to be sanitised using the available antibacterial wipes. Wherever possible, staff to send photocopying requests to Ms Simcox – with a 24 hour return of it to avoid congestion or waiting in the photocopying room. 	2	3	6	2	2	4
Morning and lunchtime breaks. (a/e)	Staff Children	Spread of infection due to close contact.	<ul style="list-style-type: none"> Whilst children are on their lunch break, lunchtime supervisors will be responsible for ensuring table surfaces are cleaned ready for afternoon lessons - using the disinfectant wipes or disinfectant spray/ disposable cloths available in the classrooms – whilst wearing gloves. Following the cleaning of surfaces, gloves must be disposed of in the bin and hands washed and sanitised. Year 1-6 children's personal lunch boxes will remain in children's lockers/ bags. Children must remain seated at their designated place/ table whilst eating their lunch. After eating, Key Stage 2 children must be encouraged to clean their classroom table using the wipes available - under adult supervision. Dependent upon the age of children, lunchtime supervisors will ensure all table surfaces are clean, have been disinfected following the eating of lunches in preparation for afternoon lessons. 	2	3	6	2	2	4

- | | | | | | | | | | |
|--|--|--|---|--|--|--|--|--|--|
| | | | <ul style="list-style-type: none"> Hot meals and picnic lunches are available from the Dining Room. Classes will be called for and lunch times are as above. | | | | | | |
|--|--|--|---|--|--|--|--|--|--|

Lunchtime Arrangements during the National Lockdown:

Parents and carers will be able to order either a cold picnic bag or a hot lunch. If ordering a hot lunch, children must sit on their year group table which must be disinfected both before and after their sitting and eating of their meal. Supervising staff to supervise and only offer assistance from a 2m distance unless wearing full PPE equipment such as a face covering, shield, apron and disposable gloves. Children to access the dining room at the following times only:

Rec 12.00p.m. Year 1 12.15p.m. Year 2 12.30p.m. The following year groups will be called to their lunch from their designated play areas. Year 3 12.30p.m. Year 4 12.40p.m. Year 5 12.50p.m. Year 6 1.00p.m.


Lunchtime Arrangements following the National Lockdown:

- 11.45p.m. – Reception children to access the dining room – supported by staff until 12.00p.m. and the arrival of lunchtime supervisors.
- 12.15p.m. – Year 1
- 12.20p.m. – Year 2
- 12.30-1.20p.m. – Years 3 – 6
- Children to eat sandwiches or picnic bags within classrooms thus supporting confinement to their class bubble and minimisation of movement around school.

Use of outdoor play equipment. (m)	Pupils	Risk of infection.	<ul style="list-style-type: none"> All fixed outdoor play equipment has been inspected and tested prior to pupils' use. Pupils to remain within their class/ year group bubble whilst using the play equipment and to maintain social distancing as far as possible – following the recommended pupil numbers on each piece of adventure play equipment. The play equipment will remain inaccessible from 1.30p.m. on a Friday until morning break on a Monday – until the next designated year group accesses it. Pupils to be limited in accessing the equipment and must wait in turn to use it. (Please refer to the playground equipment risk assessments) Pupils to wash and sanitise their hands before and after the use of the equipment. Pupils to be told not to touch their noses or mouths whilst using the equipment. Food or drink is not to be permitted on the play equipment. Signs erected informing parents/ carers that children must not use the equipment at either the start or end of the day; it is for safe, supervised use only with PE coaches, lunchtime supervisors or teaching staff. 	2	3	6	2	2	4
First aid – minor treatment. (a)	Staff Pupils	Spread of infection due to close contact.	<ul style="list-style-type: none"> Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries - administering first aid directly from the playground thus minimising children's access to the building and areas other than their classroom bubble space. Where possible (age and maturity of child), children to be asked to wipe away any blood or to hold cold compresses etc. under first aid supervision. Details of injury and treatment must be recorded - including the initials of the person administering the first aid treatment within each lunchtime supervisor's accident booklet. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> If first aid is administered indoors, the first aider will always use anti-viral/ anti-bacterial spray to clean the surface area and seat where the child has been and must wash hands after contact for 20 seconds. 						
First Aid – life threatening. (a)	Staff Pupils	Spread of infection due to close contact.	<ul style="list-style-type: none"> In the event of a serious injury or incident, a Senior Leader or first aider will call 999 immediately. A face covering and gloves must be worn when in close contact to a child or person or when dealing with bodily fluids. In the event of CPR being required, it is advised only chest compressions will be given – including the use of a defibrillator – unless a plastic mouth covering is available. Hands will always be washed after contact for 20 seconds and all surfaces disinfected in line with the posted guidelines. 	3	3	9	3	2	6
First aid and medication. (m)	Staff Pupils Others	First aid Procedures.	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn by the first aider if they have to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used must be double-bagged following treatment. Where medications are required to be administered, pupils will be encouraged to self-administer or consider wearing a face covering. All medication to be administered as far as possible at home. However, medication required within school must include the following: child's name; name and strength of the medication; dosage and timing and its expiry date. Following each administration of medication, it must be recorded on the medicine forms stored within the School Office. 	2	3	6	2	2	4
Intimate care. (a)	Staff	Lack of infection control.	<ul style="list-style-type: none"> If a child has a personal accident, children will be directed to change themselves with soap, water and wipes – with supervision just outside the toilet cubicle. In the event of a personal accident and children are unable to change themselves, staff will wear protective gloves, face mask and an apron to assist with their changing – stored within the school's first aid room. Dependent upon the severity of the personal change required, parents/ carers may be called as detailed within the HT's letter to parents and carers. In the event of any initial intimate care being given given for the child's comfort, staff must wear gloves, a mask and double bag the clothes and place into a bin (preferably a closed bin). Soiled clothes must be double-bagged and given to parents/ carers upon collection. Staff must wash their hands thoroughly once gloves and masks are removed. All intimate care carried out must be recorded within the first aid records. 	2	3	6	2	2	4
Children who display signs of emotion and upset. (m)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Where a child is upset, staff will provide comfort for a short period of time maintaining a 2m distance at all times. A child is to access tissues to wipe eyes/nose e.t.c. from the readily available tissue box, and must bin it immediately following PHE guidelines. If contact is required, staff must wear a face covering. Hands will be washed immediately after contact with a child for 20 seconds. 	2	3	6	2	2	4

Children presenting challenge with their behaviour. (m)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Children within school will be informed that the school's positive behaviour management policy must be adhered to at all times. The steps within the policy must be followed unless the staff's assessment of the child is that they need to vent their emotion outside of the class bubble. In line with the policy, the child will be allowed some time out in the Group Room or area immediately outside of the classroom where supervision can be provided. (Children are not to be sent to another teacher as described in the policy) If team-teach techniques are required, it is advised face coverings and gloves are worn. 	2	3	6	2	2	4
Handover of children to parent/ carer at the end of the school day. (e)	Staff Parents/ Carers Others	Spread of infection due to close contact.	<ul style="list-style-type: none"> A one-way system is in place with Senior Leaders supervising parents'/ carers' adherence to the circuit pathways - abiding by the 2 metre social distancing rule. The timed window in a morning, 8.45-8.55a.m. prevents the need for parents and carers to arrive early to wait for the opening of doors. Given that each year group has its own external exiting door, parents' and carers' mass gathering is minimised. For children in Years Rec - 4, children must be handed over to their parent/ carer as they queue and become next in line. Years 5 and 6 to exit the school premises independently, if they choose, with senior leader supervision ensuring a safe meeting of parents/ carers standing in a socially distanced space. All staff must wear a face covering if on duty outside or at the doors welcoming or handing children over at the start or end of the day. 	2	3	6	2	2	4
Parent/ Carer wishing to talk to a member of staff. (a)	Staff	Spread of infection due to close contact.	<ul style="list-style-type: none"> Parents/ Carers are informed that communication will be: 1. Via email (oakmeadoeprimaryschool@wolverhampton.gov.uk esimcox@oakmeadowschool.co.uk) 2. Via telephone. Mr Turner, Site Manager, and Senior Leaders will supervise adults' movements and their following of pathways on the school premises. Welcoming and dismissing children at the start and end of the day, staff must wear either a face covering or a shield. 	2	3	6	2	2	4
Barriers/ screens	Office staff	Spread of infection due to close control.	<ul style="list-style-type: none"> The Reception's glass screen is to be securely drawn and used by office staff when dealing with parents/ visitors and contractors. If the glass panel requires sliding to speak more directly or audibly with the visitor, office staff must stand from a safe 2m distance whilst in conversation. 	2	3	6	2	2	4

Awareness of school policies/ procedures/ guidance following a period of absence. (m)	Staff Pupils Others	Inadequate information.	<ul style="list-style-type: none"> All staff must ensure they are aware of the current guidelines in regard to washing hands regularly for 20 seconds, wearing face coverings and maintaining social distancing:  <ul style="list-style-type: none"> All staff have access to information on-line for up to date guidance on COVID-19, available from: <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ Department for Education ➤ Department for Health and Social Care Staff to refer to guidance to minimise the spread of infection, e.g. infection control training (washing of hands, cleaning up bodily fluids). Staff are aware of the school's infection control procedures in relation to coronavirus. The Headteacher must be contacted as soon as possible if a staff member believes they have been exposed to coronavirus or are symptomatic. Parents/ Carers have access to this risk assessment via the School's website. Parents/ Carers must contact the school as soon as possible, if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via their classteachers and are informed that they must tell their bubble staff members if they feel unwell. 	2	3	6	2	2	4
Poor hygiene practice. (m)	Staff Pupils Others	Ill health.	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance when accessing or leaving the building. 7 hand sanitising units are placed strategically around school and all staff, visitors and children must sanitise upon arrival to school and after each break/ lunch time and before/ after handling food and outdoor equipment. The units are placed: Entrance foyer, Yellow Hub, Year 2, Year 3, Year 4, Year 5 and Year 6/ Staffroom landing. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets, classrooms and kitchen areas. Pupils will be supervised by staff when washing their hands in the classrooms to ensure it is carried out correctly. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> Pupils are forbidden from sharing cutlery, cups or food unless than are first fully sterilised using the kitchen's utensil washer. Pupils who bring their own lunchboxes into school must ensure all contents of their lunchboxes are returned home. No school cutlery to be used by children having either a picnic lunch or a lunch from home. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy – using the Service's required disinfectants. Disinfectant cleaning will focus specifically upon touch areas such as table tops, chairs, work surfaces, door handles, locker door handles, toilet push areas and hand rails. The Headteacher and Site Manager to monitor rooms' deep cleaning and overall cleaning standards. 						
Emergencies. (m)	Staff Pupils Others	Inadequate control measures.	<ul style="list-style-type: none"> All staff's and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents/ carers are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted when their primary emergency contact cannot be contacted. 	2	2	4	2	1	2
Teacher/ Staff shortage. (m)	Staff Pupils	Inability to teach designated bubbles of children.	<ul style="list-style-type: none"> The Business Manager and Attendance Officer are informed daily of any staff absences. Staff adhere to absence monitoring procedures as detailed within the Staff Handbook, informing the Headteacher of any absence or illness by telephone. Staff monitor themselves and their well-being and that of other colleagues, looking out for symptoms if a pupil or staff member has previously been sent home with suspected coronavirus. Staff must not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. If a member of staff within either Team A or B become ill, a member of staff working remotely will be asked to cover the absence. 	2	3	6	2	2	4
Staff's positive mental well-being and physical health.	Staff	Impact on physical and mental health.	<ul style="list-style-type: none"> Where staff members express concerns in relation to the COVID-19 response, the Headteacher will complete a risk assessment review alongside the staff member and if appropriate, will seek advice from Human Resources and/ or the Occupational Health Team. Senior Leaders will offer support to staff who are affected by Coronavirus or has a family member affected. The Deputy Headteacher will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer support as appropriate. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> The Deputy Headteacher will share regular mental health information and operate an open-door policy for those who need additional support. 							
Use of school lift.	Staff Pupils Parents/ Carers	Infection control.	<ul style="list-style-type: none"> During this COVID-19 period, access to the lift will be for Site Staff and Senior Leaders only for moving heavy objects or for children requiring access to the first floor. No parents/ carers or pupils will be allowed to access the lift without one of the above staff members being present. 	2	2	4	2	1	2	
Cleaning while the school is open. (e)	Staff Site Manager Pupils Others	Infection control.	<ul style="list-style-type: none"> All hard touch surfaces will be cleaned on a regular basis, including: <ul style="list-style-type: none"> ➤ All door handles – 1.00p.m. clean; ➤ All table surfaces and chairs used by staff and pupils – following children's eating of lunches and at the end of the day by the allotted classroom cleaner; ➤ Toilet flushes and regular cleaning of toilets - 1.00p.m. by the additional cleaner undertaking the mid-day clean and by the allotted contracting cleaner at the end of the day. All classrooms to have spray disinfectant and disposable cloths at hand. Regular cleaning of surfaces will reduce the risk of spreading the virus, especially following the children's eating of lunches at their tables. All used cloths will be thrown away, double bagged and then placed in a secure area, i.e. lockable bin. 	2	3	6	2	2	4	
Scheduled statutory testing and inspections. (c/g/k/m)	Staff Site Manager Pupils Others	Maintenance issues.	<ul style="list-style-type: none"> Statutory inspections will continue but with social distancing exercised at all times: Mr Turner to monitor, organise and supervise accordingly. In-house inspections will continue to ensure the school remains as safe as possible. All routinely inspections will be recorded following the school's normal recording systems. 	2	2	4	1	1	1	
Contractors/ Visitors to school. (m)	Staff Site Manager Pupils Others	Health and safety inadequate control measures.	<ul style="list-style-type: none"> LA staff, e.g. Education Psychologist, Outreach Workers, Specialist Teachers, Social Workers, Strengthening Family Workers, e.t.c. visiting school must minimise contact with staff members and maintain at least a 2m distance as possible from staff – in line with guidelines January 2021. Visitors must minimise time spent with pupils and must work alongside them rather than face to face. Guidance must be shared upon arrival on physical distancing and hygiene. A record will be kept of all visitors by Miss Mills and Ms Simcox in the School Office. Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements – to be checked by the Site Manager. All work must be undertaken at a minimum distance of 2m. Control measures regarding the coronavirus must be included within their RAMs. School will ensure no pupils or staff are in the area where contractors are working. 	2	3	6	2	2	4	

			<ul style="list-style-type: none"> The Site Manager will remain responsible for the contractor whilst on site, leading them to the required areas whilst maintaining a 2m social distancing. Contractors will be designated a toilet to use whilst on site. The Site Manager will coordinate this. Contractors will be responsible for removing and disposing of all rubbish they have created and to clean their area of work prior to leaving. Contractors must ensure no workers are displaying any signs or symptoms of coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 48 hours of being at the school, they must inform the school immediately. 						
Volunteers in school. (m)	Staff Pupils	Infection control.	<p>During the national lockdown period, no volunteers must work within school. Upon the full reopening of schools,</p> <ul style="list-style-type: none"> All volunteers must be DBS checked and be safe to work in school. Volunteers to remain within their allocated class bubble. They must remain working in one class bubble only. Volunteers must remain 2 metres away from pupils wherever possible or minimise the time spent working one to one with them. 	2	3	6	2	2	4
Breakfast and Funsters. (m)	Staff Pupils Parents/ Carers	Infection control.	<p>During the national lockdown period, only Breakfast Club will be operational: 7.45-8.45a.m.</p> <ul style="list-style-type: none"> Pupils must remain within their year group bubble in the large, ventilated hall space. Staff to remain consistent consisting of Soccer 2000 only - to support track and trace. 	2	3	6	2	2	4
Music lessons.	Pupils Staff	Infection control/ signing and playing of instruments.	<ul style="list-style-type: none"> The use of percussion instruments will be reduced and will not be used within a whole class lesson with 30 children. All musical instruments will be anti-bacterially wiped following their use. Where possible, music lessons will be taught in the main school hall which will remain well-ventilated. Pupils will sit side by side and there will be no singing within confined spaces. Good ventilation will be established with doors and windows remaining open. The music teachers will remain 2 metres away from pupils and only move closer when offering teaching and learning support. 	2	3	6	2	2	4
Physical Education lessons.	Pupils Staff	Infection control.	<ul style="list-style-type: none"> All PE lessons will be led by either classteachers or Soccer 2000 coaches. Contact sports will take place within class bubbles only. Pupils will be instructed to maintain safe distances as far as possible. Equipment will be cleaned by the coaches after each bubble's use or will be left for 48 hours before the next use. Within indoor PE lessons, small team games will be established. Whilst observing, children to remain socially distant from the teams playing. 	2	3	6	2	2	4
Staff and governor meetings.	Staff Governors	Risk of transmission.	<ul style="list-style-type: none"> All staff and governor meetings must take place virtually using Microsoft Teams. This eliminates close face to face contact within meetings. 	3	3	9	3	2	6

			<ul style="list-style-type: none"> Parents/ Carers must provide details of anyone they have been in contact with if they test positive for coronavirus following NHS Test and Trace procedures. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Parents/ Carers must inform school upon receipt of a test result. Any members of staff who display signs of COVID-19 must be sent home immediately to book a test as detailed above. If they become seriously ill or their life is at risk, 999 must be called. Senior Leaders will assess whether the staff member is well enough to drive. Hands must be thoroughly washed for 20 seconds with soap and running water sanitized after any contact with someone who is unwell. The unwell pupil/ staff member must follow the 'Stay at Home: guidance for households with possible or confirmed coronavirus (COVID-19)'. 						
Guidance: If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop isolating and return to school/ work. If someone tests positive, they should follow the 'stay at home: guidance for households with possible confirmed coronavirus infection' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and must continue to self-isolate for the period advised by PHE.									
Spread of infection. (m)	Staff Pupils Others	Lack of infection control.	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times, and immediately binned. The bin bags are to be replaced each lunchtime. Parents/ carers are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Guidance states that educational visits cannot be undertaken during the national lockdown period; an assessment will be made for the remaining school year following the full reopening of schools. Parents/ Carers must notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school, in liaison with a pupil's medical professional, where necessary, reviews the needs of the pupil who may be vulnerable to infection. Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents/ carers as necessary. 	2	3	6	2	2	4
Poor management of the coronavirus infection. (m)	Staff Headteacher Site Manager Pupils Others	Lack of infection control.	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others for possible signs of coronavirus, particularly if a pupil or staff member has been sent home with suspected coronavirus symptoms. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or a member of the Senior Leadership Team as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	2	3	6	2	2	4

			<ul style="list-style-type: none"> The school is informed by pupils' parents/ carers if testing positive – the school undertakes tracking and tracing of close contacts of the positive child/ person. Staff inform the Headteacher when they plan to return to work after having coronavirus. Mr Paul Turner, Site Manager, will monitor the cleaning standards of school and discuss any additional measures required with regards to managing the spread of coronavirus with the Headteacher. 						
Lack of communication or concerns about the virus. (e)	Staff Headteacher Pupils Others	Unsafe practices.	<ul style="list-style-type: none"> School staff immediately report to the Headteacher any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts Public Health England and following, the Local Health Protection Team - following their advice - discussing any further action needs to be taken. The Headteacher, Deputy Headteacher and Senior Leader will action identified precautions advised by the Health and Safety Teams – sharing them with staff members. The Headteacher will keep staff, pupils and parents/ carers adequately updated about any changes to infection control procedures as necessary. 	2	2	6	2	2	2
Localised Outbreaks of coronavirus. (m)	All Staff Pupils Parents/ Carers	Spiked infection rates.	<ul style="list-style-type: none"> During the national lockdown period, the numbers of children accessing school will be reduced. Only children of critical workers and those who are vulnerable will be allowed to access school. Guidance within 'Restricting Attendance during the National Lockdown: 7 January 2021' will be shared with all parents and carers to minimise movement and social interaction amongst community members. 	2	3	6	2	2	4
Safe storage and testing of Lateral flow devices.	All Staff, Lunchtime Supervisors, Kitchen Staff, Site and Office Staff and Sports Coaches	Ensuring safe, secure storage of LFD tests. Reporting of test results.	<ul style="list-style-type: none"> All staff must follow the distinct LFD Risk Assessment – including all national guidelines as instructed. Senior Leaders, including the COVID Coordinator and COVID Registration Coordinator, have accessed the DfE's webinars re the implementation and hand out of the LFDs to all staff members – including the registering and reporting of test results. The distinct LFD Risk Assessment must be adhered to fully in the event of a VOID or positive test result. 	3	3	9	3	2	6

Remote Education Support:

Following the Prime Minister's announcement informing the nation of a lockdown period, the school's blended learning policy has been actioned. Only children of critical workers and children who the school identifies as vulnerable will be entitled to access school.

- Staff will work within Team A or B. The planned rota requires staff members to work for periods of 10 days – minus weekends – to deliver both in-school learning and teaching and remote learning.

--	--	--

Year	Team A	Team B
Red	Zoe Sue Br Lynsey	Cat Nicola Lynsey
1	Faye Andrea Sharon	Kaylee Sarah Ellie
2	Elaine Velda	Chloe Deb
3	Mel Adam	Dave Georgina
4	Annie Sara	Beth Tracey Andrea
5	Janett Kieran	Gurpreet Donna
6	Hayley Tracy	Emma Di

January						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 HT	16 HT	17 HT	18 HT	19 HT	20 HT	21 HT
22	23	24	25	26	27	28

- Team members will review their curriculum long and medium term plans and progressive sequencing of learning.
- A daily video from the year group's classteacher/s will introduce and explain the day's learning equivalent to the recommendations: REC/KS1 – 3 hours a day on average and KS2, 4 hours a day.
- All videos, explanatory powerpoints and lessons will be uploaded to the 'Home Learning Acorn' on the School's website by 8.30a.m. each day.
- The uploaded work will reflect the breadth of the National Curriculum and the year group's typical day's timetable.
- A timetable suggesting the structure of each day's home learning will be uploaded to support pupils in their personal organisation of time and their learning.
- Mathematics on-line teaching and learning will be supported by White Rose Hub's blended learning packs. Pupils will be directed to access the on-line lessons and accompanying worksheets.
- Specialist provision will be provided for pupils requiring SEND (special educational needs and disabilities) support. Plans will be emailed directly from the School's year group email addresses to parents/ carers with directions for completing work. Differentiated work may also be accessed from other year group's folders.
- Upon email or telephone request, home learning packs, reflecting the breadth of each week's work, can be requested and will be photocopied for collection by parents/ carers.
- Teachers may also recommend quality assured remote education resources from: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources> and identify learning available from <https://www.thenational.academy/>
- Teacher guidance within the daily work/ planning will request that parents/ carers scan or photograph their child's work for emailing to the year group's email address for marking, assessment, feedback and identification of next steps.
- Teachers, Teaching Assistants and Miss Parker (Home School Liaison Officer) will undertake a weekly welfare call to pupils who it appears are not accessing the planned home learning work.

Full guidance re remote learning can be accessed: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery#section-5-contingency-planning-for-outbreaks

When teaching pupils remotely, teachers will:

- Set tasks and assignments so that pupils have meaningful and ambitious work each day which reflects the breadth of the school's curriculum.
- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject;
- Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos;
- Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work;
- Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding;
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

Completed by:	S Arnold	Signature:		Date:	January 2021
To be reviewed by:	S Arnold	Signature:		Review date:	1 st September 2021 or as and when Gov.Uk or DfE guidelines change.

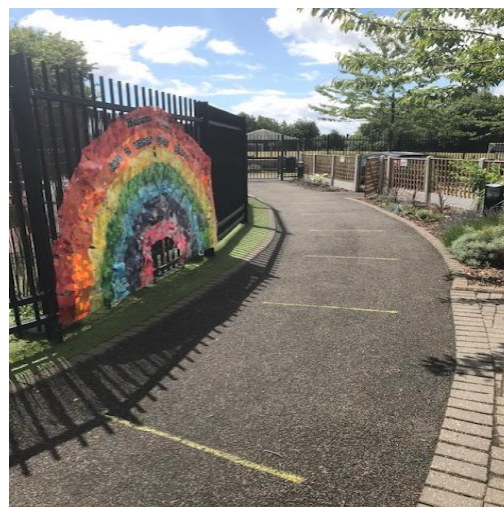


Upon entry to the school site from the main gate, 2m distancing lines are marked to enforce social distancing whilst walking towards either the school's main entrance or to the designated door of entry for each year group.

Running parallel along the main school's pathway and 2m distancing marks, arrows further indicate the direction for walking. Along this pathway, there is only one directional walkway.



Intermittent lines indicate the direction towards the school's main entrance hall prior to the commencement again of the 2m social distancing lines.



Continuing from the school's main entrance, 2m distancing lines mark the social distancing intervals. Arrows further mark the directional walking to Reception and other year groups.



From the school's Peacock Avenue gate, arrows indicate the direction to walk and follow. No central markings are needed as there is only a one-way flow of walking.



Arrows further indicate the distancing to abide by when walking to drop off or collect children from their Reception and Year 1 classrooms.

Within school, rather than use directional arrows or hazard tape, children will be reminded to walk on the left hand side at all times – in single file, in line with Gov.UK guidelines. It is acknowledged that passing one-another in corridors, presents a very low risk of transmission.



As detailed within the risk assessment, tables in Years 2 – 6 will be positioned so that all children face forwards towards the whiteboard. Teachers will remain 2 metres away distanced from children unless offering learning and teaching support. In these instances, they will not be working alongside the child for more than 15 minutes.

Further risk assessment controls:

Reduce the use of shared resources by:

- Reducing the taking home of shared resources thus reducing any exchange of take-home resources between children and staff. During the national lockdown period, only reading scheme books/ free reading books will be sent home along with reading diaries.
- Preventing any sharing of stationery and other equipment. Any learning equipment, materials and work surfaces, will be cleaned and disinfected frequently.
- Disinfecting/ washing practical lesson equipment thoroughly or leaving of equipment for 48 hours before further use.
- Thorough cleaning of each classroom or other learning environment occupied by the same class of children after use. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government will be adhered to and bubbles will consist of a class of children including teaching/ teaching assistants from September 2020. The physical layout of a classroom will be changed to comply with guidelines. Where this is not possible, due to the age of children, children will remain in the class bubble as far as possible and their movement around school will be minimised - keeping safe distances apart from others. Teachers and teaching assistants will exercise judgement in ensuring the highest standards of safety are maintained.

Additional considerations:

Effective communication is key and cannot be underestimated. Therefore:

- All public health advice and Gov.UK guidelines will be shared with all staff.
- All staff to be vigilant and mindful of feeling unwell and to be mindful of suspected signs and symptoms of coronavirus.
- All staff to be vigilant of others and to look out for symptoms possibly displayed by pupils or other staff members.
- The school is to be informed by a pupil's parent/ carer when a pupil returns to school after having coronavirus – the school informs the relevant staff member.
- Staff inform the Headteacher when they plan to return to work after having coronavirus.
- The Headteacher contacts the Local Public Health Protection Team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. School will put into place any actions or precautions advised by their Local Public Health Protection Team.
- The Headteacher will keep staff, pupils and parents/ carers adequately updated about any changes to infection control procedures as necessary.
- The Headteacher will make available this risk assessment on their Cloudw platform and website.
- The Headteacher will consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement prior to its publication.