



Bradford Diocesan
Academies Trust

Wider Opening of Schools - Phased Return

Risk Assessment Form
Oxenhope CE Primary School

This risk assessment is correct as of the time of publication 5.6.20 and will be constantly reviewed and is subject to change. For a copy of the latest school risk assessment please contact the school office (office@oxenhope.bradford.sch.uk).

Assessor: Helen Williams	Date: 14 May 2020	Activity: Operating School for Year 6, Reception & Yr1 pupils and Vulnerable/Key Worker children COVID19	Location: Oxenhope Primary School
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks Staff at Oxenhope are also being provided with uniform (tunic & trousers)	Other equipment used during activity: Cleaning equipment + bleach based cleaning products
Persons exposed (please tick):		Employees <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>
		Public <input checked="" type="checkbox"/>	Others <input checked="" type="checkbox"/>
		Expectant Mothers <input type="checkbox"/>	
<p>Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.</p>			
Physical Injury Hazards		Physical Agents and Hazardous Substances	Miscellaneous
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/> Display Screen Equipment
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/> Hot work/fire hazards
Hit by moving materials/substances i.e. water		Ionising radiation	Vibration
Fall(s) from height		Noise	Restricted access
Slips, trips and falls from the same level		Pressure systems	Manual handling
Contact with/ use of live electrical equipment		Ultraviolet light	Lone working
Contact with cold objects		Lasers	Confined spaces
Contact with hot objects		Flammable liquid/solids	Waste produced by activity <input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature	Stress <input checked="" type="checkbox"/>
Impact with objects			Posture
Physical attack			Unauthorised entrance to site <input checked="" type="checkbox"/>
Finger “nips”			
Danger to others from failure of pupils/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>		

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects	Pupils Children/ Staff	<ol style="list-style-type: none"> 1. Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield & not attend school settings; 2. Children, young people and staff who have been classed as clinically vulnerable, require a RA undertaking to deem if safe working in school can be undertaken. When this isn't possible then they should work from home; 3. if a child/young person or staff member lives in a household with someone who is deemed extremely clinically vulnerable, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, 	5	3	15	H	<ol style="list-style-type: none"> 1. Where genuine confusion exists in determining whether a child or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Headteacher; 2. RAs will be in place for any clinically vulnerable members of staff who have made the choice to return to work; 3. We have not been advised of any pupils of members of staff who live in a household with someone who is deemed extremely clinically vulnerable. 	

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			<p>if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those individuals should not attend School;</p> <p>4. A child/young person or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School or childcare setting</p>					<p>4. Individual RAs will be put in place for the small number of pupils who are considered more likely to struggle with social distancing. Their ability to social distance will be monitored. If issues arise, sanitisation of any adults and children involved will be implemented as soon as possible and continued access to school may need to be reconsidered.</p> <p>5. Similarly, the behaviour of any specific pupils who may struggle with behaviour management will be separately monitored and risk assessed. Continued</p>	
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								access to school may need to be reconsidered if this cannot be safely managed.	
Persons entering site with COVID19 symptoms	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. Staff, children & pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household; 2. School settings do not need to take children/ pupil's temperatures every morning.	4	2	8	M	1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days. 2. Thermometers will be available in case of any children presenting with symptoms.	
COVID19 virus being accidentally brought onto the site.	1. Transmission of COVID19 to the School/ Nursery community; 2. Some BAME children/ pupils & staff members are statistically at higher risk;	Children/ Pupils/ Staff/ Others	1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;	4	2	8	M	1. Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk;	

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			<ol style="list-style-type: none"> 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 3. Cleaning frequently touched surfaces e.g. books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach; 4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times); 5. Classes will have <u>no more than 15 pupils per small group</u> and two members of staff; most classes will have less than 10 pupils, with the exception of Reception class as this is a larger room; 6. Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; 				<ol style="list-style-type: none"> 2. Determine which lessons or classroom activities can take place outdoors (specific RA for PE available); 3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school building; 4. Early Years group: <ol style="list-style-type: none"> a. Keep small groups of children together throughout the day and to avoid larger groups of children mixing; b. Keep children in the same small groups at all times each day, and ensure different groups 	
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			<p>7. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating pupils at the same desk each day if they attend on consecutive days. Different groups must not play sports or games together;</p> <p>8. Wearing a face covering or face mask in schools or other education settings is not recommended by Government. All staff will be wearing uniform and clean uniform must be worn each day. Staff have also been given masks to wear. The wearing of masks will be optional. The only exception will be when administering first aid or dealing with a child with symptoms. Under those circumstances a mask/shield and gloves will</p>				<p>are not mixed during the day, or on subsequent days;</p> <p>c. Play equipment that is used, is appropriately cleaned between groups of children using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>5. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/ staff;</p>	
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			<p>be worn as appropriate to the injury/symptoms;</p> <p>9. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p> <p>10. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be</p>				<p>6. Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</p> <p>7. Bins for tissues are emptied throughout the day.</p> <p>8. The Nest has been designated as the isolation area for children showing COVID-19 symptoms. However, the pods will also be used for this purpose whenever possible (weather and access permitting). Pod or Nest will always be thoroughly sanitised following use for this purpose.</p> <p>9. First Aid incidents will be dealt with in</p>	
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			<p>provided in classrooms and settings;</p> <p>11. Ensure that all adults and children are aware to:</p> <ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands on arrival at the School, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for pupils and children who have trouble cleaning their hands independently; <p>12. Maximise natural & mechanical ventilation throughout the school/nursery setting. Any doors</p>					<p>the bubble or in a pod rather than outside the school office.</p> <p>10. Handwashing facilities are available in every bubble. Hand sanitiser will also be provided for staff in outside areas.</p> <p>11. Staff are strongly advised to comfort distressed children verbally rather than physically. However there may be exceptions to this and staff are all experienced enough to make their own judgement call if they deem that a child's condition/level of distress warrants and justifies physical intervention, eg</p>	
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			<p>wedged open must be managed e.g. not left open when area is unoccupied. This is particularly important with regard to Fire Doors. Any member of staff who wedges open a door must ensure that they either close it personally if the area is unoccupied or pass on personal responsibility for this to a specific member of staff who is occupying the area;</p> <p>13. Accessing Classrooms directly from outside where possible provide local signage at the School;</p> <p>14. Stagger the following activities so that all children are not moving around the school at the same time:</p> <ul style="list-style-type: none"> a. Break times including lunch; b. Drop-off & collection times; c. Implement one-way circulation, to keep groups apart as they 					<p>hand-holding, lifting, pat on shoulder. Whenever physical intervention is implemented, sanitisation measures must be used as soon as possible afterwards for both the adult and child.</p> <p>12. Toilets will be cleaned at the end of each day but will also have an additional clean partway through each day. Each bubble will be allocated to specific toilets.</p>	
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			<p>move through the School/ setting where spaces are accessed by corridors; signage/arrows will be implemented in the hall to enforce a one-way system.</p> <p>d. Monitor that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time;</p> <p>15. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach to remain away from school/ nursery settings and work at home;</p> <p>16. Parents/ Carers notified that if their child needs to be accompanied to the School, only one parent/ carer should attend;</p> <p>17. Parents/ Carers and young people are notified of their</p>						
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			<p>allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); signage also reinforces this:</p> <p>18. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>19. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Staffroom will be limited to 3 people maximum. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> <p>20. Packed meals only policy. Where kitchen is providing the meal, this will be delivered to outside the classroom/bubble</p>						
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			<p>21. Minimise the amount of shared resources taken home off the school premises & limit exchange of take-home resources between pupils and staff; Children will only be permitted to bring water bottles, coats and packed lunches into school. Named stationery packs will be provided for each child's personal use.</p> <p>22. Floor tape or paint to mark areas to help staff, parents or visitors keep to a 2-metre distance in specific areas (particularly areas where parents/carers will wait to drop off/collect children). PPA work in a common area should be avoided whenever practical. Where this is not practical, workstations & shared equipment must be cleaned in between users;</p> <p>23. If staff meetings are necessary, keeping all attendees 2 metres apart,</p>						
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			<p>ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible. This would be the exception, because, whenever possible, staff meetings will be conducted virtually off the premises.</p> <p>24. Ensure all staff and parents are aware and encouraged to regularly/frequently wash clothing. Pupils and staff are expected and instructed to wear clean clothes each day.</p>						
Transport & journeys to/ from School/ Nursery	1. Transmission of COVID19 to the School/ Nursery community;	Children/ Pupils/ Staff/ Others	1. School Management encourages parents and children to walk or cycle to their school where possible;	4	2	8	M	Minibuses or coaches will not be in use. Trips will not take place during this period.	
Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible	4	2	8	M	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment;</p> <p>2. Education settings as employers can book tests through an online digital</p>	

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			<p>coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The Nest or one of the playground pods will be used for this purpose and the child will leave via the Nest external door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p>					<p>portal. There is also an option for employees to book tests directly on the portal.</p>	
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			<p>4. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household</p>						
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			<p>disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All staff and pupils/ children who are attending a school setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario; pupils displaying symptoms will not be permitted to return until they have had a negative test or 7 days have passed.</p> <p>8. Where the child, pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>9. Where the child, pupil or staff member tests positive, the rest of their Class or group within their Nursery should be sent home and advised to self-isolate for 14 days. The other household members of that wider class</p>						
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			or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.						
Stress upon staff members	<ol style="list-style-type: none"> 1. Roles may be overlapping with greater demands in shorter term; 2. Parents may make increased demands upon staff; 3. Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated. 	Staff	<ol style="list-style-type: none"> 1. Prioritisation of important tasks for the School/community for that day/ week; 2. Regular feedback & updates for remaining staff as a group activity; 3. Staff kept informed of developments before pupils/ children & parent community; 4. Staff aware of need to report concerns to School Management; 5. Governing Body aware of the need to support Headteacher & Leadership Team. 	3	3	9	M	<p>Minimise/ only essential contact with staff members outside working hours.</p> <p>Mental Health First Aider (Headteacher) is available for all staff and will carry out informal wellbeing checks.</p> <p>Staff have been signposted to sources of support. Absence insurance includes well-being helpline.</p>	



(Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher			
Print Name: Mrs Alice Jones		Signature: <i>Signed hard copy retained in school</i>	
		Date: 3.6.20	
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable	
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.			
Assessment Review			
Reviewed by:		Review date: Daily/ Weekly	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	