

**September 2021 Reopening of Schools Risk Assessment**

**This risk assessment is correct as of the time of publication 2.12.2021 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](mailto:office@oxenhope.bradford.sch.uk)).**

## September 2021 Reopening of Schools Risk Assessment

Assessor: <b>Helen Williams</b>	Date: 26/08/2021	Activity September Reopening of Schools Risk Assessment 2021	Location: <b>Oxenhope CE Primary</b>
Standard of dress for activity (if relevant)		PPE required: <b>Disposable Gloves, Aprons, Face masks, Goggles*</b>	Other equipment used during activity: <b>Cleaning equipment + household cleaning products</b>

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Students &amp; staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.</b>	Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high.	Students / Staff	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils. Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the</p>	4	2	8	M	<p>Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the GP/clinician notification letter should be provided to the Headteacher;</p> <p>Ensure that key contractors are aware of the school's control measures and ways of working.</p> <p>When school is informed of a rise in community transmission rates to high, the academy will</p>	6.9.21

## September 2021 Reopening of Schools Risk Assessment

			<p>practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</p> <p>Staff in schools who are CEV should currently attend their place of work, and follow DHSC guidance.</p> <p>We encourage vaccine take up by enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</p>					<p>follow the BDAT outbreak management plan in conjunction with the local authority outbreak management plan. See link  <a href="http://www.bdat-academies.org/wp-content/uploads/2021/08/Outbreak-management-plan-Sep-21-002.pdf">http://www.bdat-academies.org/wp-content/uploads/2021/08/Outbreak-management-plan-Sep-21-002.pdf</a></p> <p>All staff encourage to consider take up of vaccinations available. GDPR compliant records to be maintained of vaccinated staff to assist with maintaining continuous education provision throughout the year.</p>	
<b>Persons entering site with COVID19 symptoms</b>	Transmission of COVID19 to the School community.	Students/ Staff/ Others	Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of	3	2	6	M	<p>We will continue to encourage staff and regular contractors/ visitors to test twice weekly at home.</p> <p>At the start of the Autumn term, we will</p>	2.12.21

## September 2021 Reopening of Schools Risk Assessment

			<p>them passing on COVID-19 (for example, they are required to quarantine).</p> <p>The household (including any siblings) should follow the United Kingdom Health Security Agency stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Should the academy have 5 cases who could have mixed closely or 10% of pupils/children/students or staff who have mixed closely within a 10 day period, this may be viewed as a potential outbreak.</p> <p>Leaders must inform BDAT and the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the academy outbreak management plan.</p> <p>Contact to be made with the DfE helpline on 0800 046 8687 and</p>					<p>remind staff, students and parents of the main symptoms of covid 19 and the protocols of engaging with test and trace programme.</p> <p>We will also continue with regular reminders to the children about hand hygiene and to staff about keeping windows open and the continued importance of good ventilation etc.</p> <p>RA's to be checked by BDAT central team.</p> <p>The following control will be used in school to reduce transmission rates, promote staff wellbeing and boost confidence upon return</p> <p><b>Face Coverings</b> Face Coverings are recommended for staff and visitors in corridors and in communal areas.</p>	
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## September 2021 Reopening of Schools Risk Assessment

			selecting option 1 for advice on the action to take in response to the potential outbreak.					To protect our school community we expect all staff, parents and visitors to adhere to wearing a face covering unless they are exempt for medical reasons. The only other except is if the wearing of a face covering will impede communication or discriminate against individuals. The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings. Transparent face coverings, visors or shields should be worn as an alternative to opaque face coverings in such instances to aid communication, for	
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## September 2021 Reopening of Schools Risk Assessment

								<p>example lip reading or allowing for full visibility of facial expressions when needed.</p> <p><b>School events/performances</b></p> <p>We have increased the number of performances to accommodate reduced numbers at each event. We are restricting how many adults can attend performances depending on the number of children performing. We plan the audience space and entrance and exit routes carefully to limit congestion. We ventilate the space and provide hand sanitiser and spare face coverings. Cleaning patterns are enhanced before and after events.</p>	
<b>COVID19 virus being accidentally brought onto the site and/or displays</b>	Transmission of COVID19 to the school community	Students/ Staff/ Others	<b>Ensure good hygiene for everyone.</b> <b>Hand hygiene:</b> Frequent and thorough hand cleaning is now regular practice. Ensuring that pupils and staff clean their hands	3	2	6	M	Should anyone develop COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	6.9.21

## September 2021 Reopening of Schools Risk Assessment

<p>COVID19 symptoms whilst at School.</p>			<p>regularly, with soap and water or hand sanitiser.</p> <p><b>Respiratory hygiene:</b> The 'catch it, bin it, kill it' approach continues to be very important to us.</p> <p>The e-Bug COVID-19 website is used to access resources including materials to encourage good hand and respiratory hygiene.</p> <p><b>Use of personal protective equipment (PPE)</b> Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>Further guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p> <p><b>Maintain appropriate cleaning regimes.</b></p> <p>We have put in place and maintain an appropriate cleaning schedule, including increased cleaning hours, products and budget. This includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</p> <p>Children will also continue with</p>				<p>Whilst awaiting collection students should be isolated in the nest with the door open or outdoors, with appropriate adult supervision.</p> <p>Any rooms they use should be cleaned after they have been collected.</p> <p>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>The household (including any siblings) should follow the United Kingdom Health Security Agency stay at home guidance for households</p>	
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## September 2021 Reopening of Schools Risk Assessment

			<p>more regular handwashing and sanitising routines.</p> <p><b>Keep occupied spaces well ventilated.</b> It is important to ensure the academy is well ventilated and that a comfortable teaching environment is maintained. All areas have been assessed to identify any poorly ventilated spaces as part of the risk assessment and improvements to improve fresh air flow in these areas has been actioned.</p> <p>Mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. The systems have been adjusted to full fresh air or, if this was not possible, then systems will be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. We will balance the need for increased ventilation while</p>					<p>with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Double vaccinated staff and visitors will no longer be required to self-isolate if they are contacted through NHS Test and Trace as a close contact of a positive COVID-19 case. However, individuals will need to self-isolate if contacted by Test and Trace as a close contact of the new variant despite vaccination status.</p> <p>Students under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, students who are contacted by NHS Test and Trace and informed</p>	
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## September 2021 Reopening of Schools Risk Assessment

			<p>maintaining a comfortable temperature.</p> <p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <p>All pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p> <p>They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If a student becomes unwell with symptoms of coronavirus while in the school 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</p>					<p>they have been in close contact with a positive case will be advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Face Coverings are recommended for staff and visitors in corridors and in communal areas. To protect our school community, we expect all staff, parents and visitors to adhere to wearing a face covering unless they are exempt for medical reasons. Should case rates rise or in accordance with any updated guidance from (local) United Kingdom Health Security Agency officers, face covering use may be extended into classroom use.</p> <p>As an enhanced measure, if a member of a household tests positive</p>	
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## September 2021 Reopening of Schools Risk Assessment

			<p>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>Provide tests to student or staff to facilitate testing were this will improve likelihood of them getting tested.</p>					<p>on a PCR or lateral flow test, we strongly advise that all members of the household have a PCR test as soon as possible. We also ask parents and carers not to send their child into school until they have received a negative PCR result for them. This is an enhanced risk control measure that we are recommending to try and protect the vulnerable members of our school community and reduce the spread of the virus.</p> <p>We also ask families to continue to do regular lateral flows for the next 10 days, even after any PCR tests come back negative, as there is still the chance that a child with a household member with COVID could become infected by COVID after the PCR test was taken.</p>	
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## September 2021 Reopening of Schools Risk Assessment

<b>Travelling to and from school on public and/or dedicated transport.</b>	Transmission of coronavirus through mixing of students outside of normal peer group.	Student	<p>Face coverings are now a legal requirement on public transport and the government expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p> <p>Face coverings will be worn by staff on school transport and all adults are advised that they must wear face coverings when on board, unless they are exempt for medical reasons.</p> <p>Windows and ceiling vents to be opened and remain open for the duration of the journey to maximise natural ventilation wherever possible.</p>	3	2	6	M	<p>Unnecessary risks such as overcrowding will be minimised through staff supervision and working with transport companies.</p> <p><a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</a></p>	<b>6.9.21</b>
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<b>Wellbeing and anxiety mitigation for pupils and staff</b>	Increase of stress or anxiety during this period	Students/ Staff	1. The school has a wide range of measures currently in place to support pupils and staff and there is a very strong emphasis on this. These include:	3	3	9	M	a) all pupils and staff will have access to pastoral support, as and when identified as needed.	6.9.21
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## September 2021 Reopening of Schools Risk Assessment

			<ul style="list-style-type: none"> <li>• welfare support phone calls from Pastoral Manager, MHFA, SLT, teachers and admin staff</li> <li>• liaison with class teachers</li> <li>• Play therapy for specific pupils if this is identified as a need</li> <li>• 1:1 sessions with Pastoral Manager or Mental Health First Aider for pupils and staff</li> <li>• Signposted support to parents via social media. Additional share group on social media</li> </ul> <p>2.Regular feedback &amp; updates for staff; 3.Staff kept informed of developments before Students/ children &amp; parent community; 4.Staff aware of need to report concerns to School Management;</p>					<p>b) pupils remote learning due to self isolate or shielding will receive remote pastoral support as and when identified as needed. c) welfare checks noted on CPOMS. Scarf programme of work based around mental health and wellbeing is available for pupils at school and at home.</p>	
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## September 2021 Reopening of Schools Risk Assessment

			<p>5. Governing Body aware of the need to support Headteacher &amp; Leadership Team.</p> <p>6. In addition to the schools support mechanisms already in place to support staff/students wellbeing some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both pupil and staff wellbeing in the current situation and this can be accessed through. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p>							
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## September 2021 Reopening of Schools Risk Assessment

Educational visits and wrap around provision and extra-curricular activity.		Students/ Staff/ Others	<p>When considering booking a new visit, whether domestic or international, we will ensure there is adequate financial protection in place.</p> <p>The school has not historically conducted international visits and has no plans to do so in the near future.</p> <p>More information on planning in relation to extra-curricular provision will be in accordance with the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</p>	3	2	6	M	Risk assessments will refer to general guidance about educational visits which is available and supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	6.9.21
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### Assessment authorised by Headteacher

<b>Print Name:</b> Alice Jones	<b>Signature:</b> Signed hard copy to be retained in school	<b>Date:</b> 26.08.21
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## September 2021 Reopening of Schools Risk Assessment

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: Alice Jones		Review date: 6.10.21	Existing risk assessment valid? (Y/N): Y
Has the activity changed? (Y/N):	How: N	New controls: Y – Enhanced measure added If a member of a household tests positive on a PCR or lateral flow test, we advise that all members of the household have a PCR test as soon as possible. We also ask them not to send the child into school until they have received a negative PCR result for them. We also ask the household to do regular lateral flows for the next 10 days, even after any PCR tests come back negative.	
Have new equipment or materials been introduced? (Y/N):	What:	New controls:	

## September 2021 Reopening of Schools Risk Assessment

Reviewed by: Alice Jones		Review date: 2.12.21	Existing risk assessment valid? (Y/N): Y
Has the activity changed? (Y/N):	How: N	<b>New controls:</b> Y – Enhanced measure added <ul style="list-style-type: none"> <li>• Face Coverings are recommended for staff and visitors in corridors and in communal areas. To protect our school community we expect all staff, parents and visitors to adhere to wearing a face covering unless they are exempt for medical reasons.</li> <li>• Individuals will need to self-isolate if contacted by Test and Trace as a close contact of the new variant despite vaccination status.</li> <li>• Enhanced measures related to performances and gatherings in school.</li> </ul>	
Have new equipment or materials been introduced? (Y/N):	What:	<b>New controls:</b>	