

## RISK ASSESSMENT FORM

Heath Academy Trust/ Oakhurst First and Nursery School

<b>Location / Organisation / School</b>	Oakhurst First and Nursery School Heath Academy Trust
Full return to school following COVID-19 nationwide school closure	
<b>What is the Activity / Task / Procedure</b>	Return to school- September 2020
Safe operation in line with guidance: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	
<b>Who is at Risk</b>	All
Pupils, staff and visitors	
<b>Hazard</b>	
Separation of groups; safe on site practices need to be in place.	
<b>Control Measures Required</b>	
<ul style="list-style-type: none"> <li>- All children are expected to return to school from September 2020. Children will be organised in discrete class groups.</li> <li>- There will be essential access to the school site only.</li> <li>- Drop and collection will take place at the school gate.</li> <li>- Year 1 to 4 will start on 03.09.20; Reception will start on 07.09.20. Reception will have some on site transition on 03.09.20 and 04.09.20</li> <li>- The staggered start and finish times will continue:              Reception and Year 1 children 8.30am to 2.30pm              Year 2 and Year 3 8.40am to 2.40pm              Year 4 8.50am to 2.50pm              Nursery 8.50 to 2.50 (morning session 8,50-11.50; afternoon session 12-2.50)</li> <li>- Nursery will start on 07.09.20</li> <li>- After school and breakfast club will start on 03.09.20, from 8am for breakfast care and until 6.00pm Monday to Friday. Social distancing will be in place as much as possible for children in different year groups.</li> <li>- Classrooms will be organised to allow for more individual space (up to 30 children).</li> <li>- Children will have a designated seat and remain in there while in the classroom.</li> <li>- Children will have individual equipment, such as pencils and glue sticks, kept in an individual folder.</li> <li>- Where children wear a face mask to travel to school, parents will be asked to take the mask home.</li> <li>- Each year group will have their own toilet as far as reasonably possible. Regular sanitising will take place between use.</li> <li>- Timetables will be adapted to avoid use of areas by groups at parallel times and to minimise movement.</li> <li>- Classrooms and other learning environments will be organised to maintain space between seats and tables where possible.</li> <li>- Soft furnishings and soft toys may be used if necessary but extra cleaning will be in place.</li> </ul>	

<ul style="list-style-type: none"> <li>- Designated groups of children will stay separate throughout the day and will not mix with other year groups.</li> <li>- Designated break times will be staggered to limit the opportunity for groups of children mixing.</li> <li>- Lunch times will be staggered. Packed lunches only will be available from 03.09.20. Hot meals may resume later in the term. Lunch time breaks will be staggered and in designated areas.</li> <li>- Staff will reinforce expectations, such as as cough etiquette, handwashing and will support mental health.</li> <li>- There will be no school visits using transport.</li> <li>- Pupil wellbeing is recognised and learning is planned to support children during the challenges of the Coronavirus crisis.</li> </ul>	
<b>Hazard</b>	
Minimise adult to adult contact	
<b>Control Measures Required</b>	Protect adult/ parents
<ul style="list-style-type: none"> <li>- Parents are informed about the designated drop off and pick up times and are informed to arrive promptly but without a wait time. Parents will be reminded that social distancing should be practised at pick up and drop off.</li> <li>- Only one carer should pick up or drop off.</li> <li>- Parents will be asked to wait outside the school grounds at appropriate distances from each other.</li> <li>- Children only will be admitted on site. There will be no adult to adult contact. If a child is unable to leave the parent, the parent will be asked to speak to the child to explain. School staff will not be able to make physical contact to assist with hand over.</li> <li>- Children will access the school using an outside door, preferably an individual one to their classroom, if available, and immediately wash hands on entry to school.</li> <li>- We will make clear to parents that 'they cannot gather at the school gates'.</li> </ul>	
<b>Hazard</b>	Minimise contamination of virus
Risk of contamination on site	
<b>Control Measures Required</b>	Identify control measure to manage hazard
<ul style="list-style-type: none"> <li>- Children remain in the same groups at all times each day, and different groups are not mixed during the day.</li> <li>- Anyone with symptoms should not be admitted to the school. They should engage with the isolation and/or testing programme.</li> <li>- Wherever possible children and young people use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>- Regular supervised handwashing takes place, throughout the day, for at least 20 seconds in line with guidance.</li> <li>- Children are actively informed not to touch their face and to dispose of tissues immediately, then wash hands after use. Cough etiquette is actively taught.</li> <li>- Used surfaces are cleaned throughout the day. Anti-bac spray is available in each learning area and stored at height when not in use.</li> <li>- High use items, such as light switches and door handles are sanitised regularly throughout the day.</li> <li>- Areas are well ventilated at all times, with windows and doors open, if possible.</li> <li>- Outdoor play equipment use should be limited and, if used, will be sanitised before and after use.</li> <li>- If shared rooms are used, such as the school hall or library, areas will be sanitised before and after use.</li> </ul>	

- ICT equipment will be sanitised before and after use.
- Outdoor access into rooms is used if possible.
- Resources and equipment for taking home and brought in from home will be limited. No communal PE clothing can be used.
- Ensure contact of personal items is limited during storage.
- The teachers will ensure the on-site sports coach understands the social distancing requirements and will liaise to plan non-contact sports.
- Staff will practice good hygiene during the marking of books to alleviate the risk of cross contamination.
- An area will be allocated for any child who becomes unwell during the school day to wait for collection. This must be well ventilated in line with the guidance and sanitised after use.
- Communication with cleaning contractors will ensure high standards of hygiene and cleaning are maintained daily.
- In the case of any confirmed cases, Public Health will be contacted and procedures strictly followed. Deep South Media will be informed.

<b>Hazard</b>	Staff risk- adult to adult
Minimise the risk to the workforce	
<b>Control Measures Required</b>	Identify control measure to manage hazard
<ul style="list-style-type: none"> <li>- Social distance will be maintained between adults on site.</li> <li>- Limited items will be brought on site, but a lidded container/box will be provided for all essential staff coats and bags.</li> <li>- Staff toilets use will use an 'in use' system to maintain social distancing. Taps and handles will be sanitised after use.</li> <li>- Personal hand sanitiser will be available to staff.</li> <li>- Masks, aprons and gloves are available for any instances when social distancing cannot be maintained, such as first aid or intimate care. In line with the guidance it is not recommended that face masks are worn routinely.</li> <li>- Access to the site is for essential users only. Deliveries will be left outside if possible.</li> <li>- School offices will remain closed to the public. Communication will remain via email as the first option.</li> <li>- Staff communication and staff meetings will continue remotely, where possible, rather than face to face meetings.</li> <li>- Outside of the normal face to face school hours, staff will be encouraged to work from home when they can.</li> <li>- Face to face meetings with other professionals will be discouraged. Where possible meetings will take place remotely.</li> <li>- Training will take place remotely, where possible. All certificates will be provided to the school office.</li> <li>- Contact details will be kept of all essential visitors to the school site in order to engage with Track and Trace, if necessary.</li> <li>- Staff members will limit visits to other schools to essential visits only.</li> </ul>	

<b>Hazard</b>	Extremely and clinically vulnerable people
Clinically vulnerable adults are supported to work safely on site	

<b>Control Measures Required</b>	
<ul style="list-style-type: none"> <li>- The latest guidance will be followed regarding extremely vulnerable or clinically vulnerable people.</li> <li>- Clinically vulnerable staff will be supported to maintain strict social distancing.</li> <li>- Staff who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	
<b>Hazard</b>	
Safeguarding, safety and wellbeing remain a high priority	
<b>Control Measures Required</b>	
<p>Keeping Children Safe in Education is followed.</p> <p>The Heath Academy Trust Child Protection Policy is followed.</p> <p>'My Concern' is used as the main system for child protection concerns.</p> <p>The curriculum is tailored to support PHSE and wellbeing as a focus.</p> <p>Attendance will be encouraged and normal non-attendance referrals will be made if necessary.</p> <p>Safe working practices are regularly reviewed.</p> <p>Staff wellbeing is considered across operation procedures.</p> <p>All meetings continue to take place remotely and on site time is kept to a minimum.</p>	

<b>With these control measures the risk is:</b>	Circle which of following is most applicable
<b>UNACCEPTABLE</b>	<b>FURTHER CONTROLS REQUIRED</b> <div style="border: 2px solid black; padding: 2px; display: inline-block;"><b>ADEQUATELY CONTROLLED</b></div>

<b>Assessor's comments</b>	Insert additional information as required
<p>Shared with headteachers to add site specific information.</p> <p>Shared with staff.</p> <p>Shared with trustees and local governors.</p> <p>Published on school website.</p>	
<b>Name of Assessor</b>	Ann Clark
<b>Signature of Assessor</b>	
<b>Date of Assessment</b>	Updated July 2020