

OAKWOOD PARK GRAMMAR SCHOOL COVID 19 RISK ASSESSMENT

Date: 5th November, 2020

Approved by Governors: 6th November, 2020

The risk factors identified below are in relation to members of the school community contracting COVID 19 virus within the school environment.

All actions are designed to mitigate the risk of contraction.

In the absence of scientific certainty, all risks have to be treated as having high status, based on the fact that the contraction of COVID 19 in the worst-case scenario, could result in loss of life.

NHS and GOV.UK guidance is to be followed at all times regarding isolation, distancing and hygiene

Factors to consider with regard to potential contamination risks to students and staff	Specific hazards/risks	Who is at risk of harm?	Actions to minimise risk
1. Adults on the premises	Adults bringing virus into school	All staff and students	-No parents permitted to enter school building, beyond the reception area, unless an appointment has been made. -No visitors to enter school, other than contractors to undertake essential works. -Contractors will be supervised by members of the Site Team, whilst observing social distancing.

			<p>-All staff should respect social distancing rules with regards to their interaction with colleagues – 2m to be maintained between adults, as far as possible.</p> <p>-Teachers should stay at the front of the class, and minimise time spent within 1 metre of anyone.</p> <p>-Staff who are clinically extremely vulnerable (identified through a letter from the NHS or GP and may have been advised to shield in the past) are advised to work from home.</p>
2.Student attendance	Students or their families who have potentially contracted COVID 19 spreading the virus in school	Students All staff	<p>-Parents should not send their child to school if their child is unwell; their child or a member of the family is isolating due to a positive COVID 19 test; their child or a member of the family is isolating on the advice of Track and Trace'; their child or a member of the family is awaiting the result of a COVID 19 test.</p> <p>-If their child or a member of their family is isolating, due to any of the above, parents should inform the school when reporting his/her absence.</p> <p>-If a student lives with someone who has COVID symptoms or tested positive, they should isolate for 14 days from the day the person in their home developed symptoms.</p> <p>-Students who have been identified by their doctor as still considered clinically extremely vulnerable (CEV) will be advised not to come into school.</p>

			<p>-Parents of any students displaying COVID 19 symptoms should arrange for them to be tested and school contacted to inform the result.</p> <p>-If any parent is unsure about sending their child to school, they should seek clarification with a member of the Senior Team.</p> <p>-Detailed records are kept regarding date symptoms started, date of test, period of isolation, date of return.</p>
3. School clothing	Contaminated clothing taken back into the home	All staff Students	<p>-Students must wear school uniform; this should be washed regularly.</p> <p>- Teachers should dress professionally, in clothes that can be easily washed after a day in school.</p> <p>-Students are permitted to wear a face covering in lessons if:</p> <ul style="list-style-type: none"> ○ They have an underlying health condition ○ A member of their family has an underlying health condition ○ They a member of the BAME community <p>- All students and staff must wear a face covering in communal settings and for movement in corridors.</p> <p>-If students or teachers wish to wear a face covering in the classroom, they may do so however they are still not recommended in classrooms.</p> <p>-If students wear a face covering, they must not take it on and off in lessons and must not touch the front of the covering.</p>

			<p>-If students or staff wear a face covering to school, they must replace it with a fresh one on entry to the school.</p> <p>-Process for removing face coverings when students or staff, who use them, arrive in school:</p> <ul style="list-style-type: none"> - instruct not to touch front of their face covering during use or when removing it - wash hands immediately on arrival - dispose of temporary face coverings in a plastic bag to take home with them - wash hands again before going to a classroom
4. Travel to school	Contamination through lack of social distancing	Students Teachers Site staff	<p>-Parents to inform school of method of travel to and from the site so that it can be monitored.</p> <p>-If students travel on public transport with students from another year group, they should observe social distancing.</p> <p>-If students walk to school with students from another year group, they should observe social distancing.</p> <p>-Students and parents to be advised to follow current guidance on travelling on public transport, including wearing a face covering.</p> <p>-No car sharing, apart from members of own family.</p>
5. Timetable	Mixing of students in different year groups, increasing risk of virus spreading	Students Teachers	<p>-Students will follow their normal 2020-2021 timetable, covering the full curriculum, but with adjusted timings, to allow for year group zoning to be maintained.</p>

			<p>- Break and lunchtimes staggered to keep mixing to a minimum Year 7 - 9 Break: 10.30am - 10.50am Year 10 - 13 Break: 11.00am - 11.20am Year 7 - 9 Lunch: 1.20pm - 1.50pm Year 10 - 13 Lunch: 12.45pm - 1.15pm</p> <p>- End of school timing staggered – Year 7-9 dismissed at 2.45pm and Year 10-13 dismissed at 3pm.</p> <p>-Year 7-11 students remain in their classroom for the whole day, apart from lessons timetabled in specialist rooms eg IT, Drama.</p> <p>-Students change for PE lessons in their allocated classroom.</p>
6. Year group zones	Mixing of students in different year groups, increasing risk of virus spreading	Students Teachers	<p>Year group zones will be implemented and will be kept apart from other groups, where possible.</p> <p>-Older students should be encouraged to keep their distance within groups when moving around.</p> <p>-Students should not touch staff or their peers, where possible.</p> <p>Year 7 Zone – Ground floor, Centenary Building Year 7 Entrance – Single gate at the back of the Centenary Building; enter the Centenary Building through the double doors on the right. Year 8 Zone – Second Floor, Tower Block Year 8 Entrance – Double gate next to the zebra crossing; enter the Tower Block through the back doors, use the ‘Up’ stairs to get to the second floor. Year 9 Zone – Top floor, Tower Block</p>

			<p>Year 9 Entrance – Double gates opposite the Tower Block; enter through the fire doors; make their way to the top floor using the ‘Down’ stairs.</p> <p>Year 10 Zone – Top floor, Centenary Building</p> <p>Year 10 Entrance – Gate next to the Music and Drama block; enter the Centenary Building using left hand double doors at the back of the building; make their way up to the top floor using the back stairs.</p> <p>Year 11 Zone – Science Block</p> <p>Year 11 Entrance – Green gate into the Quad; make their way into the Science Block using the lower path.</p> <p>Sixth Form designated rooms – First floor Tower Block and rooms 46, 60, 62, 63, 81, LRC, SFC, Hall and Gym</p> <p>Sixth Form Entrance – main entrance gate and staff/Sixth Form main entrance; use their fob to enter</p> <p>Sixth Form students arriving in school for Period 1 wait in the following areas prior to Period 1 commencing: SFC, Hall, Gym, rooms 1, 46 and 60</p>
7. Arrival at school	<p>-Students not maintaining distancing from other year groups, on arrival</p> <p>-Car parking – congestion</p>	<p>Students</p> <p>Teachers</p> <p>Site staff</p>	<p>-Drop off by car to be arranged 5-10 minute walk away from school to reduce traffic on the Oakwood Park campus and allow buses to manoeuvre safely.</p> <p>-Clearly marked designated arrival zones on-site and within the school – colour coding on walls and doors.</p> <p>Year 7 - Bright blue</p> <p>Year 8 - Purple</p> <p>Year 9 - Yellow</p> <p>Year 10 - Red</p> <p>Year 11 - Dark blue</p> <p>Year 12 & 13 - 6 logo</p>

			<ul style="list-style-type: none"> - On arrival at school, students should go straight to their form room, in their year group zone. - Sanitising (with correct alcohol gel 60% minimum alcohol content) to be observed by all upon entry to the school building. - Hand sanitiser to be used on entry to classrooms. - DOS on duty to supervise year group zone before morning registration. -Clear signage with instructions.
8. Movement in corridors	-Crowding/ not maintaining social distancing from other year groups and members of staff	Students Teachers	<ul style="list-style-type: none"> -All students (apart from the Sixth Form and specified lessons for Year 7-11 in specialist rooms) to remain in their designated classrooms, apart from morning and lunch break. -Students to remain in classroom at end of the lesson – teachers to move classrooms, to minimise the number of people coming into close contact in the building. -Sixth Form students and those in Year 7-11 who have a timetabled lesson in a specialist room must follow specified route to move around the school. -Teachers should, where possible, take an alternative route when changing classrooms. to avoid moving in amongst Sixth Form students.

			<p>-Signs at regular intervals around the school to act as reminders about hygiene.</p> <p>-A face covering must be worn by all students and staff when moving around the school.</p>
9. Classroom environment	<p>-Teacher working in close proximity to individuals</p> <p>-Sharing of equipment eg pens/ rulers</p> <p>- Use of school text books</p> <p>- IT provision – multiple classes</p>	<p>Students</p> <p>Teachers</p>	<p>- Classrooms have been set up to maximise desk spacing and to give a 2 metre plus clearance at the front of the classroom for the teacher.</p> <p>-Students will be seated side by side and facing forwards.</p> <p>-Unnecessary furniture has been moved out of classrooms to make more space.</p> <p>-Classrooms have been decluttered – surfaces cleared.</p> <p>-Teachers' laptops can be connected wirelessly to the IWB in all rooms.</p> <p>- Signage on doors and in corridors – symptom reminders, hygiene reminders.</p> <p>-Window and doors must remain open to maximise ventilation.</p> <p>-Thermometers have been put in all classrooms to monitor room temperature; coats may be worn, at the discretion of the teacher, if the classroom is cold.</p>

			<ul style="list-style-type: none"> -Keyboards, tables and chairs will be cleaned by the Site Team between lessons, where students in Years 7-11 have been timetabled in a specialist room. - Teacher to remain at the front of the classroom throughout the lesson. - Students to remain at the same desk for all lessons. - Seating plans have been produced for every class. - Students to remain seated throughout the lesson. -Teachers must disinfect their table, chair, board and remote control before leaving the classroom.
10. Curricular and extra-curricular activities	-Students coming into close contact	Students	<ul style="list-style-type: none"> - PE, Music, and Drama lessons can continue in line with current guidance – during school time or related exam preparation activities, as agreed by the Headteacher. - Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. - Sports competitions between schools will not take place. - After-school clubs will not continue. - In the winter months, supervised provision will be put in place in the Hall, until 3.30pm for students waiting for a bus to outlying rural areas – this will be by prior arrangement with parents.

<p>11. Break time</p>	<p>-Students not maintaining social distancing -Water fountains</p>	<p>Students Teachers</p>	<p>-Break times staggered – Year 7-9 and then Year 10- 13 Break and lunchtimes staggered to keep mixing to a minimum Year 7 - 9 Break: 10.30am - 10.50am Year 10 - 13 Break: 11.00am - 11.20am Year 7 - 9 Lunch: 1.20pm - 1.50pm Year 10 - 13 Lunch: 12.45pm - 1.15pm</p> <p>-Separate zones allocated: Year 7 – Top playground Year 8 – Lower playground. Year 9 – Hard court area and field. Year 10 – Upper playground Year 11 – Hard court area Sixth Form – Lower playground and benches behind the LRC</p> <p>-Students to be encouraged to bring snack for break time and their own drink for the day.</p> <p>-Limited canteen service to be provided – canteen, the pod and the quad hatch to be used, to maintain year group bubbles.</p> <p>-Students to sanitise before eating.</p> <p>-Water fountains will be switched off; if a student runs out of water, the school will provide bottled water, on request.</p> <p>- No food to be shared.</p>
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			<ul style="list-style-type: none"> -Students to put food packaging in their bags and take it home to minimise potential for contaminated waste in school. -SLG and duty teachers to supervise breaktime period. -Students to sanitise at the end of break, before going back to class. - If wet weather, students to take their break in their designated classroom. -Dustbins will be placed on each floor in the event of wet weather for food and packaging waste that can't be placed in school bag and taken home. - Staff should take their break in a classroom or department office, socially distanced from colleagues.
12. Dismissal from school	<ul style="list-style-type: none"> -Students not observing social distancing on leaving the school and on the way home -Students not going straight home 	Students	<ul style="list-style-type: none"> -Staggered, supervised dismissal times - Year 7-9 dismissed at 2.45pm and Year 10-13 dismissed at 3pm. -Students and parents given clear instructions about expectations and conduct; signage reiterating this. -Encourage walking and cycling. -Car pick-up away from the Oakwood Park campus.
13. Detentions	<ul style="list-style-type: none"> - Mixing of year groups, increasing risk of contamination 	Students Teachers	<ul style="list-style-type: none"> -Subject leaders should not hold subject detentions with students from different year groups; they should be held in the year group zone.

			-SLG homework detention will take place in the year group zone – each year group supervised by a member of the SLG.
14. Toilet facilities	-Students not observing social distancing -Contamination in toilets	Students Teachers Site staff	-Designated toilets for staff, girls and boys – clearly signposted Year 7 - Centenary ground floor Year 8 - Tower block Year 9 - Tower block Year 10 - Centenary top floor Year 11 - Science block/ Tower block Year 12&13 - Girls Centenary entrance; Boys – PE changing room -Students encouraged to clean hands thoroughly after using the toilet. -Signage in toilets – handwashing. -Regular cleaning by Site Team throughout the day, wearing PPE.
15. Hand and respiratory hygiene	-Contamination spread from the hands	Students Teachers Site Staff	- Hand sanitising facilities to be provided outside every classroom and time to observe regular washing/sanitising built into structure of the day. - Every room to be stocked with a box of tissues. -Soap dispensers in toilets regularly cleaned and maintained. -Hot water in sinks. -Staff and students to clean hands more often than usual

			-Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
16. Equipment/books	-Contamination through sharing equipment and books	Students Teachers	<p>-Students to come fully equipped – no sharing of equipment permitted.</p> <p>-Reminder to parents and students – equipment list.</p> <p>-Books can be shared within the year group bubble; no textbooks to be distributed across year group bubbles – photocopy resources for students to take away, if necessary.</p> <p>-PE equipment will be disinfected between lessons.</p> <p>-No lockers to be used.</p> <p>- Students take their books and handouts home with them</p> <p>-Staff will be given their own bag with disposable masks, gloves, wipes, cloth and sanitiser.</p> <p>-Teachers will be given their own board marker pens and board eraser.</p>
17. Marking	-Contamination through handling of paper and exercise books	Teachers Students	<p>-Work should be handed in either electronically or placed in a box where it can be left untouched for 48 hours.</p> <p>-After work has been marked, it should be left for 48 hours before passing back to the students.</p>

18. Photocopying	<ul style="list-style-type: none"> -Teachers entering office, making it difficult to maintain social distancing between adults -Contaminated books 	Teachers Office staff	<ul style="list-style-type: none"> -Photocopying requests to be emailed to office staff or handed to them via the hatch, maintaining social distancing. - Photocopying should be requested several days in advance of the lesson. -Support staff to wear gloves when handling the books. -Photocopying to be collected by teacher from desk outside the school office. -Book to be wiped down and put with the photocopying for return to teacher. - Teachers not to enter school office – communicate via the hatch. - Teachers can use department photocopiers but must wipe them down after use.
19. Lockers	Carrying equipment	Teachers	<ul style="list-style-type: none"> -Teachers may use a student locker to store their belongings, to minimise what they need to carry around the school. - Students will not be permitted to use lockers as this would require them to move into another year group zone, which must be avoided. They will not need to carry belongings around the school, as they are based in one area.
20. Levels of cleanliness – tables, chairs, door handles, keyboards etc	Surfaces contaminated	Teachers Students Site Team	<ul style="list-style-type: none"> -Students to use sanitiser before entry to classroom.

			<ul style="list-style-type: none"> -Teachers' desk, board and remote control to be wiped down by the teacher, using antibacterial spray at the end of the lesson, before leaving the room. - Contract cleaners to undertake a thorough, deep clean of all areas on a daily basis – before and after school. -Additional day time cleaner appointed to increase cleaning capacity, throughout the day. -Day time cleaner to clean specialist rooms where there is a change of class and teacher. -Staff should report to the Site Team any issues or additional requests, with regards to cleaning, on a day to day basis. - Pedal bins to be put in classrooms. - Bins to be emptied regularly, bags sealed up and stored for 72 hours before putting in the main bin.
21. Deliveries	<ul style="list-style-type: none"> -Social distancing from delivery driver -Parcels contaminated 	Site Team	<ul style="list-style-type: none"> -CCTV used to check arrival of vehicles. -Notice on front door/reception with instructions. -Deliveries placed in Reception entrance. -Site team wipe deliveries down and bring into school for distribution.

22. First Aid – general	Spreading the virus	First Aiders	<p>-Student presenting with an injury/ nosebleed etc to be accompanied (observing social distancing) to the hatch at the school office.</p> <p>- First aiders to wear PPE – mask, gloves, apron should be used for ALL personal care.</p> <p>- PPE MUST be put on before any child/adult requiring first aid is approached, whether this be a collapse in the classroom or minor injury.</p> <p>- Masks, gloves and apron must be disposed of in the yellow medical bin, once a student/member of staff has been treated and wash hands thoroughly.</p> <p>- Student to be treated sitting on a chair outside the office, where possible.</p> <p>-If an unwell student needs to lie down, they will be directed to the Small Hall where a plastic wipe-downable mattress will be provided and they will be supervised until they are collected by parents.</p> <p>-Doors and windows to the Hall will remain open.</p> <p>-If requiring water, tissues, medication – these will be put on a table so that student can collect them, keeping a safe distance from the First Aider.</p>
23. First Aid – COVID related – students	Spreading the virus	Teachers Site staff Support staff	-Students should be sent to main office if presenting with COVID symptoms: persistent cough, high temperature etc.

			<ul style="list-style-type: none">-A first aider and a supporting member of staff should administer care as a pair.-Full PPE, including facial screen should be used if a student presents with COVID symptoms.-Facial screen should be named and only be used by that individual.-Facial screen can be wiped down and re-used – all other kit should be disposed of safely in the yellow medical bins.-Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use sanitiser after contact with anyone who is unwell.-Student to be moved to the small Hall behind a closed door with a window open for ventilation, given water and reassurance. If multiple students present with COVID symptoms they should be kept 2 metres from other people.- The student's temperature will be taken, as part of the overall assessment of symptoms.-If a student presenting with COVID symptoms needs to go to the toilet while waiting to be collected, they should use the designated first aid toilet (girls' toilet in Hall corridor). The toilet must be cleaned and disinfected before being used by anyone else.
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			<ul style="list-style-type: none">-Parents to be phoned to request that their child is collected immediately – they should give an estimated time of arrival and wait in the reception area. -Student with symptoms and students in that class to be taken home and remain in isolation. -Testing to be organised for anyone with symptoms and prior to anyone returning that has had symptoms. - If testing positive we will consult DfE/ PHE for advice as to next steps. Those in contact with the individual – teachers and students will be informed and we will follow DfE/PHE instructions regarding isolation etc. -Students who have developed symptoms or tested positive will usually need to isolate for at least 10 days from the onset of symptoms; if the student is asymptomatic, the 10 days start from the date of the test – the Senior Team will be guided by DfE/PHE case-specific advice. - If a student tests positive for COVID 19, a discussion will be had with the student regarding who they have been in close contact with and seating plans will be referred to, in order to establish who has sat within 2m of the student in lessons. The Senior Team will then be guided by DfE/PHE case- specific advice; this may involve isolating a small group of students, an entire class or the whole year group. -Any member of staff who has helped someone with symptoms and any students who have been in contact with them do not need to go
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			<p>home to self-isolate, unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>-The area around the person with symptoms must be cleaned with normal household bleach after they have left, to reduce the risk of passing on infection to others.</p>
24. Staff contracting COVID 19	Serious illness/death	Teachers Site staff Support staff	<p>-Identify and communicate early symptoms.</p> <p>-Arrange for immediate isolation – leave the site and self-isolate at home for 10 days, from the onset of symptoms.</p> <p>-Testing to be organised by any member of staff showing symptoms.</p> <p>-NHS ‘Track and Trace’ procedure should be applied.</p>
25. Safeguarding issues	Student coming to harm	Students with safeguarding issues	<p>-DSL/Deputy DSL to liaise with both LA and school safeguarding and social services contacts, as normal.</p> <p>-Learning Support base to be set up in the Library to enable them to support students.</p>
26. Students with additional learning needs	Anxiety and behavioural changes due to changes to routine	Students with additional learning needs	<p>-Learning Support Team to work with students, socially distanced in the Library.</p> <p>-Support sessions not to cross year groups.</p>

			- Time out cards still apply – student to go to the office and be escorted to the Library.
27. Inappropriate and risky student behaviour	Spread of the virus	All staff Students	<p>-Normal school rules and sanctions apply.</p> <p>-If there is a significant breach of COVID 19 rules during the day, parents will be informed by phone call; the student should be collected from school by parents.</p> <p>-Student should not return to school until after a further risk assessment has been undertaken.</p> <p>-In the event of students having a fight, staff should use their professional judgement as to whether it constitutes a safeguarding issue ie that students could come to harm and thereby merits physical intervention. Face covering should be worn.</p> <p>-Students should only be removed from the classroom in the event of a serious breach of school rules. A member of the SLG should be contacted for assistance, in this instance.</p>
28. Site security	Risk of intruder	All staff Students	<p>-Reception entrance inner door will be electronically secure.</p> <p>-Blue gates, around the perimeter of the school premises, will be locked during the school session.</p>
29. Evacuation procedures	Risk of not maintaining social distancing between year group zones	All staff Students	-If the fire alarm sounds, students should vacate the school buildings from the nearest exit, under teacher supervision.

			<ul style="list-style-type: none">-Teachers must familiarise themselves with the exit and route from the classrooms they are unfamiliar with. - Students and teachers should exit the building as quickly as possible, whilst making every attempt to maintain social distancing – the priority is to escape the danger eg fire. -Students must wear a face covering during the evacuation and when mustering on the hard court. -Students and staff should muster on the hard-court area, as normal. -A register will be taken by the form tutor; TW will register staff. -Separate practice fire drills for each year group have been undertaken in Term 1, to familiarise students and teachers with the exits from each year group zone and the set routes to the muster point.
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