

OAKWOOD PARK GRAMMAR SCHOOL COVID 19 RISK ASSESSMENT

Updated: 25th August 2021

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 are 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	<ul style="list-style-type: none">-No parents permitted to enter school building, beyond the reception area, unless an appointment has been made. -All visitors should take a lateral flow test the night before coming into school and report the result to the member of staff who arranged the visit. -Regular visitors to the school eg sports coaches, music teachers should undertake a lateral flow test twice-weekly and report the result to the school. -Staff should respect social distancing with regards to their interaction with colleagues.

2. Close contacts	Spread of virus		<p>- The school no longer needs to identify close contacts</p> <p>- Close contacts will be identified via NHS Test and Trace and advised to take a PCR test</p> <p>-Students and staff are NOT required to self-isolate if they live in same household as someone with COVID or are a close contact of someone with COVID, if the following apply:</p> <ul style="list-style-type: none"> • They are fully vaccinated • They are below age of 18 and 6 months • They have taken part in a vaccine trial • They are not able to get vaccinated for medical reasons <p>-There is no requirement for close contacts to self-isolate while awaiting PCR test results and so staff and students can attend school as usual.</p> <p>-18 year olds will be treated in the same way as students until 6 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point they will be subject to the same rules as adults and so if they do not get vaccinated they will need to self-isolate, if identified as a close contact.</p>
3.Student attendance	Students 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 has developed COVID symptoms; their child is symptomatic and awaiting the result of a COVID 19 test.</p> <p>-If their child is isolating, due to any of the above, parents should inform the school when reporting his/her absence.</p>

			<ul style="list-style-type: none"> - If a student has symptoms of COVID, a PCR test should be arranged as soon as possible. This still applies even if they have received one or more doses of COVID vaccine. - Students who live in the same household as someone with COVID are advised to take a PCR test, as they are at higher risk of being infected, even if they do not have symptoms. -If a parent insists on a student attending school even though they have symptoms or are awaiting the result of a PCR test, the school can take the decision to refuse the student, if it is deemed necessary to protect other students and staff from possible infection with COVID -Where a student is required to self-isolate because of COVID they should be recorded as code X (not attending in circumstances related to coronavirus) -Where a student cannot attend because they have a confirmed case of COVID, they should be recorded as I (illness) -If any parent is unsure about sending their child to school, they should seek clarification with a member of the Senior Team. -Detailed records are kept regarding date symptoms started, date of test, period of isolation, date of return.
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4. Clinically vulnerable students and staff	Individuals at risk of serious illness	Vulnerable students and staff	<p>-Staff and students who are identified as clinically extremely vulnerable should follow guidance on shielding and protecting people who are clinically extremely vulnerable from coronavirus (COVID-19). https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>-Pregnant women are in the ‘clinically vulnerable’ category and should follow the advice in:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>- All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of the guidance to minimise the risks of transmission.</p>
5. Asymptomatic testing in school	Reducing risk of transmission on return to school after the summer break	All staff Students	- All students will receive two on-site lateral flow tests, 3-5 days apart on their return in the Autumn term
6. Home testing – students and staff (to be reviewed at the end of September)	Chain of COVID transmission	All staff Students	-Home testing kits will be distributed to all students for whom consent to undertake testing has been given.

			<ul style="list-style-type: none"> -Consent does not need to be sought for those who have already given consent in the 2020-2021 academic year. -Student test kits will be distributed every 3 weeks. -Staff should obtain a top up of kits from the main office, when they are required. -Students and staff should undertake twice-weekly lateral flow testing at home. - Staff and students must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone, as per the instructions in the home test kit. -Staff and students should share their result, whether void, positive or negative, with their school, to help with contact tracing. - Staff should continue to undertake regular testing after having received the vaccine. - If a student has a positive lateral flow test result in school, they will be isolated, parents will be called to collect them and they should go straight home. They and their household should follow PHE guidance. -If a student or member of staff has a positive lateral flow test result from a home test, they should not come to school and should arrange
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			<p>for a confirmatory PCR test. They and their household should follow PHE guidance.</p> <p>-If a student or member of staff has a positive PCR COVID-19 test, they should recommence lateral flow testing 90 days after their positive test was taken.</p> <p>- Staff and students should inform school of a positive lateral flow home test result in the normal way. A confirmatory PCR test should then be arranged. They and their household should follow government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>- In response to a positive test, close contacts will be identified by NHS Test and Trace.</p>
7. Follow-up confirmatory PCR tests	Chain of COVID transmission	All staff students	<p>-Staff and students with a positive lateral flow test result should self-isolate in line with the stay-at-home guidance for households with possible or confirmed COVID infection.</p> <p>-They should continue to self-isolate, while awaiting the result of a PCR test.</p>

			-If the PCR test is taken within 2 days of the positive lateral flow test and is negative, it over-rides the self-test lateral flow test and the staff member/ student can return to school, as long as the individual does not have COVID symptoms.
8. Positive test results			-If a student or member of staff tests positive, their self-isolation period includes the day their symptoms started (or the day they had the test, if they do not have symptoms) and the next 10 full days. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
9. Face coverings	Chain of COVID transmission	All staff Students	-In line with the latest Government guidance, it is no longer compulsory for students to wear face coverings in school; this includes classrooms, corridors or communal areas. -It is recommended that students and staff wear a face covering in corridors and communal areas -In classrooms, if teachers feel that wearing a face covering will be of benefit, then they may continue to do so. -If there is a substantial increase in the number of positive cases in school, PHE may advise that face coverings should be worn temporarily in communal areas or classrooms by students, staff and visitors, unless exempt.
10. Travel to school	Spread of the virus	Students Teachers Site staff	-Students should follow current guidance on travelling on public transport, including wearing a face covering.

<p>11. Classroom environment and ventilation</p>	<ul style="list-style-type: none"> -Teacher working in close proximity to individuals -Sharing of equipment eg pens/ rulers - Use of school text books - IT provision – multiple classes 	<p>Students Teachers</p>	<ul style="list-style-type: none"> -Students will be seated side by side and facing forwards. -Teachers’ laptops can be connected wirelessly to the IWB in all rooms. - Signage on doors and in corridors – symptom reminders, hygiene reminders. -Windows and doors must remain open to maximise ventilation. -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. - Seating plans produced for every class.
<p>12. Toilet facilities</p>	<ul style="list-style-type: none"> -Students not observing social distancing -Contamination in toilets 	<p>Students Teachers Site staff</p>	<ul style="list-style-type: none"> -Students and staff must clean hands thoroughly after using the toilet. -Signage in toilets – handwashing. -Regular cleaning by Site Team throughout the day. -Soap dispensers in toilets regularly cleaned and maintained.
<p>13. Hand and respiratory hygiene</p>	<ul style="list-style-type: none"> -Contamination spread from the hands 	<p>Students Teachers Site Staff</p>	<ul style="list-style-type: none"> - Frequent and thorough hand cleaning should be regular practice -Hand sanitising facilities to be provided outside every classroom and time to observe regular washing/sanitising built into structure of the day.

			<p>-Promote the ‘catch it, bin it, kill it’ approach by ensuring that they are enough tissues and bins available around the school to support students and staff to follow this routine.</p> <p>- Every room to be stocked with a box of tissues.</p> <p>-Hot water in sinks.</p>
14. Levels of cleanliness	Surfaces contaminated	Teachers Students Site Team	<p>-Students to use sanitiser before entry to classroom.</p> <p>- Antibacterial spray and cloths in classrooms for teacher use, if they wish to clean down the desk, remote control etc</p> <p>- Contract cleaners to undertake a thorough, deep clean of all areas on a daily basis.</p> <p>-Additional day time cleaner appointed to increase cleaning capacity, throughout the day.</p> <p>-Staff should report to the Site Team any issues or additional requests, with regards to cleaning, on a day-to-day basis.</p> <p>- Pedal bins to be put in classrooms.</p> <p>- Bins to be emptied regularly</p>
15. 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>

			<ul style="list-style-type: none"> - First aiders to wear PPE – mask, gloves, apron should be used for ALL personal care. - 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. - 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. - Student to be treated sitting on a chair outside the office, where possible. -If an unwell student needs to lie down, they will be directed to the First aid room and will be supervised until they are collected by parents.
16. First Aid – COVID related – students	Spreading the virus	Teachers First-Aiders	<ul style="list-style-type: none"> -Students should be sent to main office if presenting with COVID symptoms: persistent cough, high temperature etc. -A first aider and a supporting member of staff should administer care as a pair. -Full PPE should be used if a student presents with COVID symptoms. -Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use sanitiser after contact with anyone who is unwell.

		<ul style="list-style-type: none"> -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. -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. -The use of public transport should be avoided. -The student must take a confirmatory PCR test. - The household should follow the PHE stay at home guidance with possible or confirmed COVID infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection -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.
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17. Staff contracting COVID	Serious illness	Teachers Site staff Support staff	<ul style="list-style-type: none"> -Identify and communicate early symptoms. -Arrange for immediate isolation – leave the site and self-isolate at home for 10 days, from the onset of symptoms; book a confirmatory PCR test. -NHS Test and Trace procedure should be applied.
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