

## Covid 19 Risk Assessment for Oakwood Infant and Nursery School For Full Opening March 2021

**Please see updates in Red 9.3.2021**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Children</li> <li>• Staff</li> <li>• Parents/Carers</li> <li>• Visitors to School</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Delivery Drivers</li> <li>• Anyone else who may visit or come into contact with school staff/children.</li> </ul> <p>Please note GH is covered by this Risk Assessment, has a personal Risk Assessment and a separate Risk Assessment for expectant mothers.</p> <p>Several other staff members have Personal Risk Assessments completed as they have highlighted a particular</p>	<p><u>Ensure that a 2 metre distance is in place at all times.</u></p> <p><u>Please note:</u> With the recent rise in the positive cases of Covid 19 and in order to protect the children staff and visitors to the school, from Tuesday 5<sup>th</sup> January 2021 <b>ALL</b> Parents/Carers and visitors to the school will be required to wear a mask.</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> </ul>	<p>All parents, carers, visitors to the school and staff will be required to maintain a 2 metre distance.</p> <p>Should Parents/Carers arrive to drop off or collect their children from school and do not have a mask one will be provided.</p> <p>If any Parents/Carers claim to be medically exempt from wearing a mask they will be asked to take their child to the school office and will not be allowed to enter the school premises.</p> <p>Children will be required to wash their hands once in the classroom. Staff and children to be reminded on a regular basis to wash their hands for at least 20</p>	<p>All Parents/Carers/visitors and staff</p> <p>All staff</p>	<p>5<sup>th</sup> January 2021</p> <p>03/09/20</p>	

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	<p>health condition.</p>	<ul style="list-style-type: none"> <li>Stringent hand washing taking place, hourly and more often where required.</li> <li>Drying of hands with disposable paper towels.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/liv-e-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/liv-e-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Gel sanitisers in any area where washing facilities are not readily available.</li> </ul> <p><u>Temperature Checks</u></p> <ul style="list-style-type: none"> <li>Children and Staff will have their temperature checked once in school. (Due to varying weather conditions, temperatures will need to be taken when</li> </ul>	<p>seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Although guidance states that this is no longer a requirement Staff and children will continue to have their temperature taken once in school as a precautionary measure.</p>	<p>MF and DL to ensure there are adequate supplies of soap and paper towels.</p> <p>First Aider within each Year Group.</p>	<p>01/09/20</p> <p>08/03/21</p>	
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		<p>children are in the school building)</p> <p><u>Information/Expectation</u></p> <ul style="list-style-type: none"> <li>Parents/carers to be informed of measures in place to ensure health and safety of all children and adults.</li> </ul>	<p>The school has purchased enough Distance Thermometers so that 1 can be given to each Class. These non-contact thermometers can safely be used by First Aiders to ensure a safe distance can still be kept between children and adults.</p> <p>All children and staff are expected to return to school as of 2<sup>nd</sup> / 3<sup>rd</sup> September 2020. Children are expected to wear full school uniform and can bring in their book bags, lunch bags and water bottles. Children will also be asked to bring in their PE kits.</p>	<p>KME / School website updated by KW</p>	<p>03/09/20</p>	<p>Ongoing</p>
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		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as resources that the children are using, door handles, light switches, reception area using appropriate cleaning products and methods.</li> </ul>	<p>Only 1 adult is to enter the school at any one time in order to drop off or collect their child/children.</p> <p>Only 1 Parent/Carer is to enter the school office at any one time. Parents/carers have been kept informed of all updates via the school website.</p> <p>All school staff have now been COSHH trained.</p> <p>Cleaning staff will continue to clean all areas of the school daily. The Midday cleaner will clean high risk areas (including toilets and door handles) during the lunch period.</p> <p>Staff to be responsible for cleaning resources where there is a need to share. For example, a box of construction materials, i.e.; Lego will need to be washed</p>	<p>Contractor</p> <p>MF to oversee.</p> <p>JT to oversee.</p>	<p>03/09/20</p> <p>03/09/20</p> <p>02/09/20</p>	<p>Ongoing</p>
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**For Full Opening March 2021**

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		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> <li>• Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot)</li> <li>• ALL Parents/Carers will be asked to keep a distance of at least 2 metres when dropping off and collecting their children.</li> </ul>	<p>before being passed from one child to another. Where possible internal doors to be wedged open.</p> <p>Only 1 Parent/Carer is to enter the school grounds at any one time in order to drop off or collect their child/children.</p>	<p>SLT to reiterate when on the school gate.</p>	<p>Ongoing</p>	
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		<ul style="list-style-type: none"> <li>• Redesigning processes to ensure social distancing in place.</li> </ul>	<p>Markings are visible inside the school gates on the school grounds. These have been carefully measured out to meet the 2 metre requirement. Parents will be reminded to follow these guidelines and markings. Children will be expected to line up outside the classroom door. All parents/carers will be guided out of the school grounds following the markings on the ground to ensure a safe distance is adhered to at all times. All parents/carers will enter the school via the main school entrance and will be asked to follow a one-way exit via the Nursery Gates.</p> <p>Along with the one-way system on the outside of the main school building, a one-way system has also been put into place within the school building with the expectation that all Staff and Children (Along with any visitors</p>	<p>MF completed Summer Term 2020</p> <p>All adults and children.</p>	<p>✓</p> <p>02/09/20</p>	
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**For Full Opening March 2021**

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			<p>to the school) are expected to adhere to this at all times during the school day. This will ensure that each Year Group is contained within their own class 'Bubble'.</p> <p><u>Toilets</u> All staff are to ensure that children are spoken to about remaining within their 'bubble' and therefore only using the toilet block that is located outside their classroom door. Children to be informed that the same applies at lunchtime. Year 2 are to access their toilet block at lunchtime via the designated Year 2 classroom. Year 1 are to access their toilet block via the medical room, side door entrance. Reception are to go through Owlets classroom to access the Reception toilet block.</p> <p>Staff are expected to stay within</p>	All Staff	03/09/20	
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**Covid 19 Risk Assessment for Oakwood Infant and Nursery School**  
**For Full Opening March 2021**

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			<p>their class 'bubble'.</p> <p>The Staff room is to remain in use but only a maximum of 8 adults can use this facility at any one time (break times and lunch times).</p>	All Staff	03/09/20	
			<p>Key stage 1 classrooms will be set to meet all guidelines and will have a maximum of 30 children in each class along with 1 teacher and 1 TA.</p>	All Year 1/2 Staff.	03/09/20	
			<p>Classrooms will be arranged with 15 tables and two chairs positioned side by side. All children must be forward facing.</p>	All Year 1/2 Staff.	03/09/20	
		<p>Social distancing also to be adhered to in school hall and playground.</p>	<p>Reception, Year 1 and Year 2 are to be kept within their own year group bubble during playtime and</p>	All staff	03/09/20	



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			<p>lunch time in the playground.</p> <p>Lunchtime to be staggered. Only 1-year group to be in the school hall at the same time.</p> <ul style="list-style-type: none"> <li>- Reception are to be served their lunch first at 11:45. Reception will be served their lunch in the empty classroom at the end of the Reception corridor.</li> <li>- Year 2 to go to lunch at 12:00</li> <li>- Year 1 to go for lunch next at approximately 12:40. YEAR 1 ARE ONLY TO ENTER THE DINING HALL ONCE ALL YEAR 2 CHILDREN HAVE LEFT AND TABLES/CHAIRS HAVE BEEN WIPED DOWN.</li> </ul>	<p>Midday and Catering Staff</p>	<p>03/09/20</p>	
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		Administration of First Aid during the school day.	There are several staff members across the school who are trained First Aiders, therefore during the school day minor first aid incidents (such as grazed knees etc.) will be dealt with by the first aider within that 'bubble'. This is in order to reduce the risk of cross contamination.	All First Aid trained staff	Ongoing	
			Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	SMT	Ongoing	
		All staff we be required to carry out lateral flow Covid tests twice per week.	KME to provide staff with a Covid 19 Self-Test kit. This kit contains 7 tests and all staff are required to carry out a test on Sunday evening (in preparation for Monday morning and Wednesday. Staff are only	KME	Ongoing	

**Covid 19 Risk Assessment for Oakwood Infant and Nursery School**  
**For Full Opening March 2021**

**Please see updates in Red 9.3.2021**

			<p>required to inform KME of a positive result, should there be one.</p>			
			<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	SMT	Ongoing	
		<p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> <li>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination</li> </ul>	<p>For intimate care purposes staff will be supplied with gloves and relevant PPE equipment.</p> <p>Staff to be reminded that the wearing of gloves is not a substitute for good hand washing.</p>	All Staff	Ongoing	

**Covid 19 Risk Assessment for Oakwood Infant and Nursery School**  
**For Full Opening March 2021**

**Please see updates in Red 9.3.2021**

		<p>and how to dispose of them safely.</p> <p><u>PPE</u>  <i>“Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided”.</i></p>	<p>All school staff are required to wear a face covering when moving around the school or when using communal areas, such as the staff room or lunch hall.</p>	<p>All Staff</p>	<p>Ongoing</p>	
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		<p><u>Symptoms of Covid-19</u>          If a child becomes unwell during the school day with symptoms of the Covid 19 Corona Virus including a temperature of 38.0 degrees or above, they must be sent home immediately and instructed to carry out a Covid 19 test. The family must also be told to isolate for the recommended period of time.</p>	<p>Visitors (including contractors) will be asked to wear a mask when visiting the school for any reason.          Posters have been displayed in the main school office and on entry to the school.          A box of disposable masks has been placed in the main school office for visitors/contractors to wear if they do not have one.</p> <p>The child must be placed in the room at the front of the school, within the main school entrance. Windows must be opened and/or the extractor switched on. The adult who is supervising the child must wear PPE and remain within the area of the main entrance, until the child is collected.</p>	<p>All Staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
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		<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>If advised that a member of staff or child has developed Covid-19 and were recently at school SLT will contact the DfE to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><u>Mental Health</u> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference -</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>SMT</p> <p>SMT</p>	<p>Ongoing</p> <p>Ongoing</p>	
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**For Full Opening March 2021**

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		<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>		Ongoing	
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