



**ANGEL OAK ACADEMY COVID-19 RISK ASSESSMENT
SPRING 1 (UPDATED VERSION)**

Completed by A Farley (Interim Head of School)
Date: February 2021

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING
<p>Staff or pupils attending school displaying Covid-19 symptoms</p>	<ul style="list-style-type: none"> The staff member or pupil themselves Staff and pupils in close proximity 	<p>Any pupil within a bubble who displays coronavirus symptoms will need to go home, self-isolate, and take a polymerase chain reaction (PCR) test. If they test positive, the bubble will close until the end of the self-isolation period. In addition, any of the said pupil's other family members who attend the Academy will need to self-isolate.</p> <p>Where a family will struggle access a coronavirus test, tests are available to be sent home from the school office.</p> <p>Any staff member within a bubble who displays symptoms is required to take a PCR test. A replacement staff member will take temporary control of the bubble. Again, If they test positive, the bubble will close until the end of the self-isolation period. In addition, any of the said staff member's other family members who attend the Academy will need to self-isolate.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 10 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between 	<p>SLT on-site, admin staff</p>	<p>Spring Term</p>	<p>Protocols in place to deal swiftly with symptomatic pupils and staff; isolation room is operational.</p>

		<p>children and staff in different groups</p> <p>Close contact means:</p> <ul style="list-style-type: none">• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:• Being coughed on,• A face-to-face conversation, or• Unprotected physical contact (skin-to- skin)• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person• Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
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<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Angel Oak Academy is currently closed to all pupils except those classified as vulnerable or those with a parent who is a critical worker.</p> <p>The academy has put together a remote learning offer for children at home, and this has been communicated with families.</p> <p>Those children attending school will do so following safety procedures, including increased hand washing and social distancing. Children will be taught in age-group bubbles of no more than 15.</p> <p>Pupils and staff will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this via ParentMail, letter, and frequent reminders to parents during phone communication.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The academy has allocated a specific room (formerly the meeting room) for any pupils or adults experiencing coronavirus symptoms.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic</p>	<p>Head of School, SLT, office staff</p>	<p>Autumn Term</p>	<p>This measure is in place; staff and parents have received information and isolation room has been allocated and prepared.</p>
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<p>Contact with coronavirus when getting to and from school</p>		<p>Number of families congregating around the school before and after school will be minimised.</p> <p>A one-way system has been introduced for parents at drop-off and collection times to minimise 'bottle-neck' effect at school gates.</p> <p>Parents will be advised to collect their own children – alone – if possible, and to wear a face covering when entering the school grounds.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact (one-way system, different collection points in playground) • That only one parent/carer should attend <p>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <p>SLT will remind parents of these rules at drop-off and collection times.</p> <p>Children bringing face coverings to school will be encouraged to store them in their bags/coat pockets until the end of the school day.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. Once they've arrived at their destination and need to take the covering off, they'll follow the above steps. A supply of spare face coverings will be kept in the premises office for anyone who arrives without one or has one that's unsafe to wear.</p>	<p>Head of School, SLT</p>	<p>Spring Term</p>	<p>Information has been passed on to parents and staff and SLT will enforce the rules in person in the Spring Term</p>

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Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Each classroom's sink will be used as a hand-washing station and additional hand-sanitiser dispensers will be fitted to the entrances of each school building.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing <p>Be encouraged not to touch their mouth, eyes and nose</p> <ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing. Foot stools will be supplied to each classroom where children will struggle to reach the sink.</p> <p>1:1 support staff will help children who will struggle to maintain good levels of personal hygiene.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>	All staff	Autumn Term	Staff have been briefed of these rules and have planned explicit teaching, modelling and practising of these routines.

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<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Classroom doors and windows will be kept open throughout the school day to ensure maximum ventilation in each learning space.</p>	<p>Premises staff, teachers</p>	<p>Autumn Term</p>	<p>Premises staff have devised a new timetable for the additional cleaning taking place around school. Additional agency staff have been employed to assist with mid-day cleaning duties.</p>

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		<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. The school will utilise all four staircases throughout the day, so that each year group is assigned its own staircase, and cross-contamination between year groups is minimised.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups • The trim trail will be assigned to Year 1 children for their use only; the climbing frame will be exclusively used by Year 2 <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>The dining hall will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Children will be kept in consistent groups based on their age groups throughout the school day, although children may move between classes.</p> <p>The school has set a 'safe maximum' of 15 people (pupils and support staff) who can be in a classroom at any time. This is to prevent overcrowding in bubbles and reduce the risk of large-scale transmission.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.</p>	<p>SLT, teaching staff</p>	<p>Autumn Term</p>	<p>New timetable has been created to ensure cohorts do not mix throughout the school day. This has been shared with teachers during Inset day.</p>

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		<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Staff are encouraged to wear face coverings if moving between year group 'bubbles'. Staff from outside agencies are asked to wear face coverings at all times on-site.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. However, these timetables will be suspended for the first two weeks of the Spring term.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Bubbles will be assigned staircases and hall spaces to use to avoid cross-bubble mixing and contamination.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Year groups will be assigned toilets to use during break and lunch times and these toilets will be cleaned after use. Year groups will be assigned time slots for toileting at the end of each school day.</p>	<p>SLT, teaching staff</p>	<p>Autumn Term</p>	<p>New measures have been communicated with staff and with parents. Office and premises staff are aware of new procedures.</p>

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		<p>Additional staff rooms will be created on each floor of the school to prevent overcrowding. Face coverings should be worn by staff entering these rooms.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>There is currently no before- of after-school provision at the school, including Wrap-Around Care and sports clubs, as per government guidance.</p>			
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p>	Premises staff, Head of School	Autumn Term	School environment meets specifications and all key rooms have been identified.

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		<p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old 			
Spreading infection due to excessive contact and mixing in meetings		<p>All staff meetings and training will be conducted through Microsoft Teams to minimise face-to-face contact.</p> <p>Where possible, all other meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>The school may still seek to hold face-to-face meetings with a parent when a pressing safeguarding concern is raised. These meetings will take place in the meeting room, well-ventilated, and socially distanced.</p>	Head of School	Spring Term	Staff meetings and training are online; parents evening for Autumn term was conducted via phone calls.
Asymptomatic cases of Covid-19 in school		<p>If all staff and pupils follow the above protocols, the risk of asymptomatic cases leading to transmission will be decreased.</p> <p>The school has a supply of 30-minute lateral flow tests available for all staff who work on-site.</p> <p>Staff have access to two of these tests per week.</p> <p>Results are reported to the DfE and to a member of SLT.</p> <p>These tests are not compulsory, but staff are encouraged to take these tests to minimise risks in school.</p> <p>All staff who elect to make use of Home Test Kits will be recorded in the STEP Data Collection spreadsheet as part of our safeguarding and staff well-being commitment.</p>	Head of School	Spring Term	Head of School is designated 'Covid coordinator' and has set up online testing register; staff have been informed about the tests and uptake has been good.

<p>Individuals vulnerable to serious infection coming into school</p>		<p>If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school if possible.</p>	<p>Head of School</p>	<p>Autumn Term</p>	<p>The school has made contingency plans for the event of staff being asked to shield. Those deemed clinically vulnerable or extremely clinically vulnerable will not be asked to work on-site unless no other option can be found.</p>
<p>Individuals vulnerable to serious infection coming into school</p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Current guidance states those who are deemed clinically extremely vulnerable should not attend school.</p> <p>Clinically extremely vulnerable pupils will have daily learning activities provided by a member of the teaching staff. These activities will be emailed directly to the parent, and bi-weekly telephone conversations will be arranged to monitor the pupil's engagement and progress.</p> <p>Clinically extremely vulnerable staff will work from home.</p> <p>Staff who are clinically vulnerable will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments have been carried out for staff who have requested these, as well as all BAME staff.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p>	<p>Head of School</p>	<p>Autumn Term</p>	<p>Risk assessments carried out and measures put in place for certain staff.</p>