

Oathall Community College - COVID-19 - Task Risk Assessment

Please note this risk assessment deals with risks directly related to COVID-19 and should be read in conjunction with existing school risk assessments.

Task /Activity being assessed	teacher, LSA, TA, or other adult working in a classroom setting
Faculty / Department	All Faculties
Date of Assessment	20 May 2020 (To be reviewed weekly or as Government guidance changes)
Reviewed by:	Karen Crockford
Signed off by:	Jo Godbolt - 16-06-2020

Hazards	Who might be harmed	Existing control measures	Additional actions to lower the risk	Comments/Actions
Virus Transmission - surfaces	Staff Cleaners	<p>For Y10 students moving between lessons, surfaces will be cleaned between each room use during the day.</p> <p>For key worker & vulnerable students in bubbles, classrooms /equipment cleaned daily</p> <p>All used classrooms & areas used by students/adults will be deep cleaned daily.</p> <p>Hand washing and good hygiene practices to be followed.</p>	<ul style="list-style-type: none"> • Door to the classroom should remain open at all times. • Adults to maintain own work areas separate to students or other adults • If necessary, adults may use sanitisers provided to clean any items, furniture or equipment they know has been touched between cleans. Adults should read the appropriate COSHH data sheet provided before use if appropriate. • Cleaners will be provided with (gloves, eye protection) • Strict no chewing gum policy for students 	Provide cleaning materials and COSHH guidelines (completed 5-06-2020)

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<p>Virus Transmission - equipment</p>	<p>Staff Pupils Cleaners</p>	<p>Minimum equipment required present in classrooms.</p>	<ul style="list-style-type: none"> ● Staff and pupils should provide their own teaching and learning equipment. ● No resources or equipment should be lent to or shared with anyone else. ● computers will be thoroughly wiped down after each use ● Bubble students will have a dedicated workspace ● Cleaners will be provided with (gloves, eye protection) 	
<p>Virus Transmission - person to person</p>	<p>Staff Pupils</p>	<p>Where possible, the time that any adults are on site will be limited by a rota system.</p> <p>General social distancing guidance to remain 2m apart.</p> <p>Individuals who feel unwell or display any possible COVID-19 symptoms should not attempt to enter the building.</p> <p>Notify SLT if any students display COVID symptoms when in school. Separate procedures then followed.</p>	<ul style="list-style-type: none"> ● Windows should be open where possible to aid ventilation. ● Pupils should wait in the designated area before entering the classroom. ● Pupils should not enter a classroom until invited to do so by the teacher/member of staff ● Desks/pupil workspaces will be at least 2m apart. ● Pupils should move immediately to an identified desk space, sit down and remain seated throughout the lesson. ● The teacher should remain behind the identified tape line at the front of the classroom throughout the lesson. 	<p>Classrooms are set up with a teacher line and desks and chairs 2m apart. (completed 09-06-2020)</p>

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			<ul style="list-style-type: none">• Other adults to sit in a workspace 2m distance from any other students/adults.• If walking around room, adults to keep safe 2m distance from others.• If students or adults are unable to stay 2m distance from each other for any reason they should endeavour to keep as far apart as is possible and to limit the exposure time to under 15 minutes. For example, if they have to pass each other in a corridor or move around a piece of furniture.• At the end of the lesson, pupils should leave the classroom when instructed to do so, one at a time, those closest to the door leaving first.	
Virus transmission from used tissues, gloves etc	Staff, pupils, cleaners		<ul style="list-style-type: none">• Classrooms will be provided with a red swing bin for disposing of contaminated items only.• Bins will be emptied daily by site team and double bagged before disposal.	Completed 05-06-2020