**Charlton-on-Otmoor Church of England Risk Assessment**

**Monday 7th June 2021**

The latest version of the school risk assessment has been written with reference to the guidance set out in the Government’s publication to schools. For further information regarding the guidance please refer to the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Risk assessment updated on 28th May by Ross Griffin - Headteacher

From Monday 8th March, school attendance will be mandatory. Employers have a legal duty to protect people from hard and we believe that through this risk assessment, reasonable steps have been introduced to protect staff, pupils and others from coronavirus (COVID-19) within the school.

The key aim of our risk assessment is to reduce the transmission of coronavirus. The risk assessment sets out measures to minimise contacts and mixing whilst delivering a broad and balanced curriculum. The overarching principle is to reduce the number of contacts between pupils and staff. This will be achieved through keeping groups separate, where possible, and maintaining distance between individuals.

All staff at Charlton have taken the decision to wear a face shield in all communal areas and we ask parents to support us in wearing a face mask at drop off and collection times. Staff at Charlton will also continue to take the Lateral Flow Device test twice a week as per existing guidance.

The usual rules on school attendance will apply including parents’ duty to secure their child’s regular attendance at school.

We recognise that a small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

* have symptoms, have had a positive test result
* live with someone who has symptoms or has tested positive and are a household contact
* are a close contact of someone who has coronavirus

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend while shielding advice applies nationally. If this applies to your family, you will be asked to provide the school with a copy of the shielding letter.

For those children who are unable to return to school, remote education will continue.

This risk assessment will be regularly reviewed with the next review scheduled to take place at the end of the Summer term.

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|  **Charlton-on-Otmoor Church of England Risk Assessment** **June 2021** |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES****(Describe the existing workplace precautions and****risk control systems in place)** | **Residual Risk Rating** **HIGH****MED****LOW** | **Are Existing Controls Adequate?** |
| **Yes** | **No\*** |
| Arriving to school  | Pupils StaffParents Others | Spread of Infection due to close contact | * A one-way system introduced where parents bring pupils to school. They will enter through the pedestrian gate ‘way in’ and leave via the ‘way out’ gate.
* A one parent drop-off to be enforced.
* Headteacher or a member of staff to be outside reinforcing the social distancing guidelines
* Parents are discouraged from entering the school building without prior appointment; a letter box will be installed for correspondence or contact can be had by telephone or email.
* The school has asked all parents to wear a face mask when dropping off and collecting their child.
* Parents should not gather outside the gates within close proximity of the school at this time.
 | Low | **Yes** |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)
* All staff to wear face coverings in communal areas.
 | Low | **Yes** |  |
| Classroom set up  | Staff Children  | Spread of Infection due to close contact | * From 7th June, teachers can decide whether to have tables in rows or in groups.
* Children will have their own desk with their own stationery.
* Coats will be hung up at their normal pegs. Book bags will be allowed in school.
* Children in Nursery and FSU will be spaced 1 metre apart where possible to adhere to social distancing. Keeping tables 1 metre apart will reduce the risk of the virus spreading.
* Where possible adults should try and keep their distance from other adults and pupils, ideally 2 metres.
* Desks in KS1 and KS2 will be 1 metre apart where possible.
* Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use.
* Hand sanitizer and anti-bacterial wipes available in every classroom for regular use
* Natural ventilation will be achieved by opening windows and internal doors. External doors may also be kept open as long as they are not fire doors.
 | Med | **Yes** |  |
| Classroom Lessons  | Staff Children  | Spread of Infection due to close contact | * All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision.
* Where staff need to move between groups, they should try and keep their distance form pupils and other staff as much as they can, ideally 2 metres from other adults.
* We will try to reduce and minimise the number of interactions or changes wherever possible.
* Ideally adults should maintain a 2 metre distance from each other and from children. We know that this is not always possible all of the time however doing this even some of the time will help.
* Teaching will try to keep a safe distance where possible
* Where children may require extra assistance, the 2-metre rule is still advised although we recognise that this may not be possible.
* Children will have their own resources, which will not be shared. If there are shared resources, they will be cleaned regularly.
* Reading books to be sent home and cleaned on return to school.
* Staff at Charlton have chosen to wear a face shield/mask within their class. All visitors to a class must wear a face covering.
* To cover teachers PPA time, classes will be mixed. We have taken the decision to do this due to the smaller class sizes which currently are in place.
 | Med | **Yes** |  |
| Children requiring using the toilet in lesson times  | Children Staff | Infection Control  | * Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser.
* Staff members check on toilets and clean them regularly throughout the day.
* Each class to have a designated set of toilets to use. Children must not use another class’ toilet.
 | Med | **Yes** |  |
| Break times  | Children  | Spread of Infection due to close contact | * Provide activities which encourage social distancing.
* Supervising staff must try to keep a 2 metre distance from each other at all times.
* Staff will ‘cone off’ separate areas to keep key stage two and key stage one apart.
* Children to wash hands before and at the end of every breaktime.
* Staff do not have to wear a face shield/mask when on duty or teaching outside.
 | Med | **Yes** |  |
| Break Times – Staff Room  | Staff | Spread of Infection due to close contact | * Staff should avoid face to face contact and minimise time spent within close proximity to anyone ideally keeping to the 2 metre rule.
* Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils
* Staff to clean surfaces after they have touched them e.g. kettle, handles, fridge etc
* Staff must wear face coverings in staff room unless sitting down eating/drinking.
 | Med | **Yes** |  |
| Lunch breaks  | Staff | Spread of Infection due to close contact | * Lunch tables are positioned at least 1 metre apart in the hall where possible 2 metres.
* Classes to eat on their own tables.
* Water and cups already on tables
* A one way system to be in operation when collecting food
* Catering staff and staff on duty must wear a mask.
* Movement around the hall to be discouraged with children in FSU and Reception only allowed to use the hall toilets.
 | Med | **Yes** |  |
| Assemblies | StaffChildren | Spread of infection due to close contact | * Assemblies and collective worship will take place in the hall with children sat in bubbles.
* If children are in the hall, each class will sit at least two metres apart from another.
* All windows and doors to be kept open
* Classes to enter and leave one group at a time
* Movement within assemblies to be kept to a minimum
 | Med | **Yes** |  |
| Mixing classes | StaffChildren | Spread of infection due to close contact | * Where possible, classes will be kept apart.
* There may be occasions within the timetable where classes are mixed for example in PE and during PPA sessions.
* When teaching mixed classes, try where possible to use a larger space, ideally outside. This may however not always be possible.
* To keep classes apart within a space, we will try to use cones or markers to separate the groups.
* If indoors to open all windows and doors
* To ensure that pupils wash their hands at the start and end of each session.
 | Med | **Yes** |  |
| Homework | ChildrenStaff | Spread of infection due to work coming into school | * Where possible, teachers will continue to set work online with pupils uploading work electronically using the Google Classroom or Tapestry
* Avoid unless essential homework coming into school
* If books come into school they must be cleaned
 | Low | **Yes** |  |
| School Trips  | Not Applicable at this moment in time  |
| Private Transport | StaffChildren |  | * Pupils on dedicated school transport do not mix with general public on these journeys and tend to be consistent.
* The advice for passengers on public transport to a adopt a social distance of two metres from people outside their household or support bubble, or a one metre plus approach where this is not possible, will not apply from the autumn term on dedicated transport.
* School to have a copy of the transport COVID risk assessment
* Approach taken by school transport company to align as far as possible with the principles underpinning the system of controls set out by the school.
* Face coverings not required for pupils under 11
* Pupils to wash hands before and after being on transport.
 | Med | **Yes** |  |
| Lessons by external providers | Staff ChildrenVisitors  | Spread of infection due to close contact | * All music teachers to ensure that they have followed personal hygiene expectations prior to coming to school and on arrival.
* To be accompanied to classroom/hall/place of learning
* To not move unattended around the school building
* To stay at least one metre away from pupils
* All students to face forward, spaced apart and using their own chairs.
* To wear gloves and face covering if handling pupil’s musical equipment
* External providers must bring in their own risk assessment in addition to the school’s.
 | Low | **Yes** |  |
| Visits into school by external professionals  | Staff ChildrenVisitors  | Spread of infection due to close contact | * All external visitors to ensure that they have followed personal hygiene expectations prior to coming to school and on arrival.
* To be accompanied to classroom/hall/place of learning
* To not move unattended around the school building
* To stay at least one metre away from pupils
* Must not be left unattended
* To sign in and out leaving their contact details
* Must wear a mask/visor – gloves to be provided by the school.
 | Spread of infection due to close contact | **Yes** |  |
| Movement around the school  | Children Staff | Spread of infection due to close contact and touching surfaces  | * Avoid all but essential movement around the school
* Pupils to remain in classes at all times unless going to toilet, lunch or break
* If needing to go to the library to be supervised
* Pupils not allowed to walk to the office to collect registers or to give messages.
 | Med | **Yes** |  |
| First Aid – minor treatment  | StaffChildren  | Spread of Infection due to close contact | * Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries.
* Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.
* Ensure records of injury and treatment are recorded including who administered first aid treatment.
* Always wash hands after contact
 | Med | **Yes** |  |
| First Aid – Life threatening  | StaffChildren  | Spread of Infection due to close contact | * In the event of a serious injury or incident call 999 immediately.
* Wear face covering and gloves when in close contact or dealing with bodily fluids
* In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.
* Always wash hands after contact
 | High | **Yes** |  |
| First Aid & Medication | StaffPupils Others | First Aid Procedures  | * First Aiders must always wear gloves when administering first aid procedures.
* It is advisable a face covering is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK)
* Any dressings used to be double-bagged.
* Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)
 | High | **Yes** |  |
| Intimate Care  | Staff | Lack of Infection Control | * When staff are carrying out any intimate care they must:
* Wear Gloves
* Wear an apron
* Wear a mask
* Soiled clothes to be double-bagged and given to Parents on collection of child.
* Staff must wash their hands once gloves and masks are removed
* A poster to be displayed of instructions which must be followed.
* Record all intimate care carried out.
 | High | **Yes** |  |
| Children who are upset  | Staff | Spread of Infection due to close contact | * When a child is upset, it is advised to maintain a safe distance whilst offering comfort to the child.
* Encourage the child to use a tissue to wipe their eyes/nose etc.
* If contact is required, wear a face covering and gloves.
* Wash hands after contact
 | Med | **Yes** |  |
| Children leaving at the end of the school day. Primary  | StaffParentsOthers | Spread of Infection due to close contact | * FSU and Nursery to exit by FSU
* KS1/2 to leave via the side gate.
* KS1/2 to stand apart from each other on the front playground or to wait for one class to leave before walking out with their own class.
* One-way system in place with pupils and parents leaving via the ‘way out gate’.
* HT to supervise outside to inform Parents to abide by the 2-metre social distancing rule.
* Parents should not gather outside the gates within close proximity of the school at this time.
 | Med | **Yes** |  |
| Parent wishing to talk to staff  | Staff | Spread of Infection due to close contact | * Contact with the office or staff will be done via the telephone or office email. Parents are not able to come into school to speak to staff without prior appointment.
* A letter box will be positioned outside of the main entrance for letters to be delivered into.
* Parents must not congregate around the school site.
 | Med | **Yes** |  |
| Awareness of policies / procedures / Guidance  | StaffPupils Others  | Inadequate information  | * All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.
* Risk assessment to be shared with all staff.
* Risk assessment will be on the school website and on the school shared drive.
* All staff are kept up to date with the latest information on COVID-19 with email alerts from the Department for Education.
* The school will provide any additional training which is regarded as essential in protecting staff from the risks of COVID-19.
* Staff will remind pupils of safety messages.
* Parents need to be aware of all of their responsibilities with regards to COVID and government guidance.
* Pupils are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.
 | Med | **Yes** |  |
| Poor hygiene practice | StaffPupils Others | Ill Health  | * Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.
* Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance.
* Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.
* Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.
* Pupils are forbidden from sharing cutlery, cups or food.
* All cutlery and cups are thoroughly cleaned before and after use.
* Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.
* A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England
 | Med | **Yes** |  |
| Poor management of infectious diseases | StaffPupils Others | Lack of infection control | * Everyone is instructed to monitor themselves and others and look out for symptoms consistent with Covid-19 if a pupil or staff member has been sent home with suspected coronavirus.
* Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Headteacher or SLT as soon as possible.
* The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.
* The school is informed by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff.
* Staff inform the headteacher when they plan to return to work after having coronavirus.
* A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.
 | High | **Yes** |  |
| Lack of communication | Pupils StaffParents Others | Infection Control | * The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.
* The headteacher contacts the local Health Protection Team (HTP) or follows the advice given from and discusses if any further action needs to be taken.
* Schools put into place any actions or precautions advised by their local HPT.
* Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
 | High | **Yes** |  |
| Cleaning while school open  | Staff | Infection Control | * All hard surfaces to be cleaned on a regular basis, this will include
* All door handles
* All tables and chairs used by staff and pupils
* Toilet flushes and regular cleaning of toilets.
* All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.
* Regular cleaning of surfaces will reduce the risk of spreading the virus.
* All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.
* The school will be cleaned on a daily basis by the school cleaner using the COVID cleaning schedule.
 | High | **Yes** |  |
| Statutory Tests and Inspections  | Staff Pupils | Health & SafetyInfection Control | * Statutory inspections to continue but with social distancing in place at all times.
* In-house inspections should continue to ensure the school remains as safe as possible.
 | Low |  |  |
| Contractors in school  | Staff Pupils  | Health & SafetyInfection Control | * Records of visitors and contractors to site recorded- name- address and contact number for Track and Trace (these are to be kept for 21 days)
* Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.
* Control measures regarding the Coronavirus must be included within their RAMs.
* School to ensure no pupils or staff are in the area where contractors are working.
* Contractors will be designated a toilet they can use whilst on site – this will be the toilet by the reception to avoid them moving around the school.
* Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.
* They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.
* If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.
 | Med | **Yes** |  |
| CAST and Breakfast Club | Staff Pupils | Spread of Infection due to close contact | * Frequent and regular handwashing will be essential before, during and after
* Staff must wear face coverings at all times.
* The hall will be cleaned on a daily basis
* All surfaces and tables will be cleaned before and after use
* Resources used will be limited and cleaned after use
* We encourage and ask parents to avoid using multiple after school providers
* We will not be engaging in any external companies during the Spring term.
* Where possible, pupils will be kept within their bubbles and apart from each other
* Breakfast club and CAST to use the outdoor space as much as possible
* Children to use their allocated toilets where possible.
 | Med | **Yes** |  |
| PE Lessons | Staff Pupils | Spread of Infection due to close contact | * PE to take place outside where possible or in a large space
* Where classes are joined – classes, where possible, to be in separate sections divided by cones
* Children are to wear their PE kits on their PE days.
 | Low | **Yes** |  |
| Emergencies | StaffPupils | Infection Control | * All staff and pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.
* Pupils’ parents are contacted as soon as practicable in the event of an emergency.
* Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted.
 | Med | **Yes** |  |

**System of controls**

**The way to control the virus is with the system of controls. By following the system of controls at Charlton, we will effectively reduce the risk in this setting and create an inherently safer environment.**

**Prevention:**

**You must always:**

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

2) Ensure face coverings are used in recommended circumstances.

3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.

4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

7) Keep occupied spaces well ventilated.

**In specific circumstances:**

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

**Response to any infection You must always:**

10) Promote and engage with the NHS Test and Trace process.
11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12) Contain any outbreak by following local health protection team advice.

**What to do if a pupil is displaying symptoms of coronavirus (COVID-19)**

**Government guidance to be adopted by Charlton-on-Otmoor:**

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must:

* self-isolate for at least 10 days
* arrange to have a test to see if they have coronavirus (COVID-19)

**Action list**

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.

Call parents/legal guardian to collect pupil and take them home, Advise that the household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

While the pupils awaiting collection, move the individual to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

Staff caring for a pupil while they are awaiting collection should to maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE.

**What to do if a pupil tests positive for coronavirus (COVID-19) at Charlton-on-Otmoor?**

1. You must take swift action when you become aware that someone who has attended your setting has tested positive for coronavirus (COVID-19).
2. You can contact the dedicated advice service, introduced by Public Health England and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case
3. If, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT)
4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With support from the advice service or HPT, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self- isolate for self isolate for 10 days from the day after contact with the individual tested positive, in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection
6. You should report all confirmed, positive cases, using the online attendance form daily return. You should also inform your local authority of confirmed cases of coronavirus (COVID-19)
7. For pupils who are isolating, ensure access to remove provision so that they can continue to learn remotely.
8. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed
9. Schools must not share the names of people with coronavirus (COVID-19)unless essential to protect others.