Charlton-on Otmoor CE Primary School

**Risk Assessment for September 2021**



**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).**

This risk assessment will reflect local arrangements and the school will only close if we do not have enough participating pupils or staff to warrant the school remaining open and/or in the event of a coronavirus outbreak. This risk assessment has been written following the Government operational guidance updated on the 27th August 2021.

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| **Approved by:** | Ross Griffin | **Date:** 01.09.2021 |
| **Last reviewed on:** | 15.11.2021 |
| **Next review due by:** | 04.01.2022 |

**Public Health Advice to Minimise Risks**

**Area for concern Recommended Control**

**The system of controls: PREVENTION**

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school. If anyone in the 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.

*Covid Outbreak at School:*

In the event that a member of staff or pupil shows Covid symptoms on entering the school the following will happen:

a) Staff member will be sent home immediately and asked to self-isolate for 10 days in the first instance. They will arrange a PCR test and communicate the outcome of that test asap to the school.

b) Parents/carers will be called for a student suspected with signs of Covid. The pupil will be escorted to the Percy Collett room. Parent’s collect, pupil must leave without re-entering the main building. The staff member will remain at least 2m away and wear PPE consisting of apron, gloves, face mask and clear visor if unable to maintain distance. The child must not touch any door handles or surfaces inside. The room will be fully ventilated with windows/doors open. Once the pupil has been collected by the parent, the pupil will be asked to self-isolate for 10 days and seek PCR testing. Parents to confirm the test result to school asap. A negative PCR test means the pupil can return to school.

c) In the event that the Percy Collett room has been used to isolate a pupil with Covid symptoms, NH will deep clean the areas the pupil has been located. NH will wear PPE consisting of gloves, aprons, face masks and clear visors.

d) In the event a student/staff member becomes ill during the day with suspected Covid symptoms – the above applies but there will also be a deep clean conducted by NH (wearing PPE as above) of any areas that the student has been during the day.

e) In the event a member of staff or student is confirmed to have Covid – a risk assessment will be completed by the headteacher and assess to what extent a deep clean is needed.

2) Clean hands thoroughly more often than usual. Build routines into the school culture and plan ways to promote handwashing with soap and water for at least 20 seconds across the school day, particularly:

• After coming into school – between 8.45am and 9am – and then regularly throughout the day using the sink areas around school both indoors and out.

• After sneezing or coughing – encourage to complete this action into the crease of their arm.

• Before and after handling or eating food.

• After going to the toilet.

• Increased hand sanitisers and hand cream around school. Students always supervised when moving around school.

3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing

tissues, bins, posters

• Tissues and lidded bins provided in all classroom and communal areas.

• Posters around school to encourage ‘Catch it, Bin it, Kill it’ and a revisit of these rules undertaken by each class in September.

4) Enhanced cleaning introduced, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

• Lunchtime cleaning regime to continue as happened during the summer term.

• Checks on PPE Levels are carried out weekly and supplies replenished. All staff should alert the admin team if they notice anything not replaced.

• Resources cleaned regularly within classrooms, where possible.

• All staff should continue to wipe down any ports equipment after use if to be used straight away by another class.

• All classrooms have access to cleaning fluids and materials.

• Safe disposal of all rubbish implemented.

• Outdoor sink areas should continue to be utilised and pupils encouraged to wash hands/sanitise regular when entering the classroom or moving areas.

5) Minimise contact between individuals and maintain social distancing wherever possible

• Breaks and lunches will not be staggered – however – designated areas for eating in the hall will remain in place at lunchtimes and during assemblies.

• Tables will be wiped down and cleaned at the end of the school day.

• Hall doors will be propped open during assemblies.

• Pupils will enter and exit school through the normal gate.

• The main school gates will open at 8.45 and will close at 9.00am. All pupils should go straight to their own classroom.

• At the end of the school day class teachers will take their class the playground – if congested, the teacher will wait for another class to leave.

• The one-way system will be encouraged for parents at collection and drop off times.

• Whole staff training/briefings will use the hall or a classroom to provide a well-ventilated space.

• Staff will continue to eat in the staffroom and follow the controls around handwashing.

6) Where necessary, wear appropriate personal protective equipment (PPE)

PPE is currently used in school in normal practice for example: gloves and aprons – used for personal care of a pupil. This will remain the same for

most young people attending school. However, where individuals need an individual risk assessment for additional procedures or PPE they will be undertaken.

In addition to the above, the headteacher has identified the following scenarios where PPE gloves, aprons, a face mask and a clear visor should be worn. These include:

• when dealing with seizures

• vomiting

• anyone with Covid symptoms

• nose bleeds

• respiratory problems

• cleaning an area where a student/staff member with suspected Covid symptoms has been.

7) Minimise cross contamination between homes and school/ensuring that they follow guidance from Government when not in school/work

• All staff who have opted to use testing to complete a LFT before attending school on 6th September. Results to be submitted to school office team.

• Staff to be encouraged to continue testing twice a week throughout September

• In the case of a positive LFT, a PCR test must be sought by the staff member.

8) Additional Measures:

• All rooms to be ventilated as much as possible with all open windows/doors, with staff being vigilant about the temperatures for children.

This includes times when it may be cold outside. Children and staff to wear extra layers if this is the case.

• When involved in personal care – blankets or silver foil blankets to be used where necessary if the changing area is cold.

• During break/lunch times all classes to get regular fresh air circulation with all windows and doors to be left properly open.

• Staff working with multiple students and moving from room to room ensure regular handwashing/sanitising using the stations around school.

**Fire safety** 9) Fire Procedures

• In the event of a fire all staff and pupils should leave the building via their nearest exit.

• The Headteacher will contact the emergency services.

• Any emergency vehicles will be let in via the front gate

• Any visitor will be escorted outside with the person they are visiting. On arrival to school visitors will be asked to familiarise themselves with the nearest fire exit in school.

• The main assembly point will remain the same. We will try to adhere to social distancing when escorting pupils from the building but their safety is paramount.

• Doors to be closed on exit of rooms and a room sweep undertaken by the Headteacher/School Business Manager

• All class teachers should complete their pupil check and provide it to the Headteacher/School Business Manager

• Members of the admin team will do a staff and visitor check and inform the Headteacher.

**The system of controls:**

**RESPONSE TO INFECTION**

10) Engage with the NHS Test and Trace process.

• All staff and students supported to access testing

• Lateral Flow testing to be available for staff – home test kits to be administered with tests undertaken twice weekly.

• All staff to phone/email with any health concerns by 7.30am each morning. Covid related issues and questions must also be communicated to school via email and phone by 7.30am to RG

• All staff and families to share Covid related illnesses within the immediate family with school.

11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

• See section 1

12) Contain any outbreak by following local health protection team advice

**Risk assessments** Complete health and safety risk assessments

• We will consult with staff and representatives.

• Individual staff risk assessments will be completed where needed for those staff who are BAME, and/or not had the vaccine or for those who are returning from shielding.

• All staff who require or would like to have a personalised risk assessment due to specific or personal circumstances should contact the Headteacher.

Contingency Planning for outbreaks

In the event of a small outbreak or a local/national lockdown the school will follow LA/Government advice. Staff and students may have to implement further health and safety measures in response to the advice. Please see the Outbreak Management Plan on the website.