

**Charlton-on-Otmoor Church of England Primary School**

**Updated Risk Assessment 28th February 2022**

**Schools operating safely - risk assessment Update 1 March 2022**

Trade unions and staff are invited to comment and this is being made pubic via the school’s website. The school recognises that there remain considerable challenges from the covid-19 pandemic. The Department for Education’s Covid-19 operational guidance can be found below:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf>

Staff, parents, pupils, visitors and key contractors working at the school are made aware of the school’s control measures and ways of working set out below.

This risk assessment has been updated in the light of the Government’s announcements on ‘living with Covid’. These announcements mean that the following are no longer expected:

* staff and students to undertake twice weekly asymptomatic testing
* the legal requirement to self-isolate following a positive test
* fully vaccinated close contacts and those aged under 18 to test daily for 7 days
* the legal requirement for close contacts who are not fully vaccinated to self-isolate
* routine contact tracing; contacts will no longer be required to self-isolate or advised to take daily tests
* the legal obligation for individuals to tell their employers when they are required to self-isolate.

**New changes to the guidance include:**

* Updates to Tracing close contacts and isolation section to reflect new public health guidance from 24 February
* Update to When an individual develops COVID-19 symptoms or has a positive test section to reflect new public health guidance from 24 February

**Tracing close contacts and isolation**

* Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

**Face coverings**

* Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.
* Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.

**Control measures within our school:**

**1. Ensuring good hygiene for everyone**

Frequent and thorough hand cleaning will continue to be regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

**Respiratory hygiene**

The ‘catch it, bin it, kill it’ approach continues to be very important.

**Use of personal protective equipment (PPE)**

Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.

**2. Maintain appropriate cleaning regimes, using standard products such as detergents**

We will have in place an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

**3. Keeping occupied spaces well ventilated**

When school is in operation, we will ensure it is well ventilated and that a comfortable teaching environment is maintained.

**4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19**

In summary, the following actions will take place:

* + We will use stocks of tests in school, to support staff who may be anxious (or families who want to continue testing)
  + Adults and children who test positive will be asked to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.
  + Those who test positive should avoid contact with anyone in an at risk group, including if they live in the same household
  + The general measures to prevent Covid being spread by getting vaccinated, letting fresh air in if meeting indoors, or meeting outside, continuing to maximise ventilation in classrooms, wearing a face covering in crowded and enclosed spaces, especially where you come into contact with people you do not usually meet, when rates of transmission are high, staying at home if you are unwell, taking a test if you have COVID-19 symptoms, and staying at home and avoiding contact with other people.
  + If you test positive – staff and families are requested to inform the school about positive tests
  + Washing your hands and following advice to ‘Catch it, Bin it, Kill it’

We encourage all staff and eligible pupils to take up the offer of vaccinations - we do not keep a record of those who have been vaccinated and do not discriminate on the basis of vaccine status.

We encourage parents to take up the recent offer of vaccinations for 5-11 year olds.

We appreciate that staff and pupils may require time off to attend vaccination appointments which will be authorised. We acknowledge that on occasion the vaccine can result in side effects which may trigger an absence for which allowances will be made.

Public health advice will be sought if there are significant concerns about increases in positive cases or if a pupil, student, child or staff member is admitted to hospital with covid, and any recommended additional measures will be implemented.

**School attendance** is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is absent because of covid they are recorded as:  
- code X (not attending in circumstances related to covid-19)  
- code I (illness) - where they are unable to attend because they have a confirmed case of covid-19

- for pupils abroad who are unable to return, code X is unlikely to apply - in some specific cases, code Y (unable to attend due to exceptional circumstances) will apply

**Travel and quarantine** - Parents travelling abroad should avoid any travel that may be likely to involved reduced school attendance upon

return. Staff travelling abroad during school holiday periods are required to be available for work at the start of the term.

* Remote education – the school is maintaining its capacity to deliver high-quality remote education in the event of school being disrupted; remote education provided will be equivalent in length to the core teaching pupils receive in school; where necessary, we expect to work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.
* The HR team will assist with individual risk assessments for any staff with particular concerns

• A separate risk assessment will be carried out for each educational visit.

**Outbreak management plan**

Attendance restrictions will only ever be considered as a last resort. Neither contacts or siblings of positive cases should under normal circumstances be asked to isolate.

Further precautionary measures will be considered where there is:

* a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
* evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19 3
* a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

When these thresholds are reached, the school will review and reinforce the hygiene and ventilation measures already have in place.  
If local authorities or local public health judge that additional action should be taken, they may advise the school to take some or all of measures to limit:

* residential educational visits, open days, transition or taster days
* parental attendance in school
* live performances .

Face coverings in communal areas may temporarily, and exceptionally, be advised. Remote education will be provided for all pupils if:

* they have tested positive for COVID-19 but are well enough to learn from home
* attendance at school has been temporarily restricted

On-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers where they are able to attend.

**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 5 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 5 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 autumn 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.

• 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

• Staff no longer need to continue testing twice a week throughout September

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