

## Charlton-on-Otmoor Church of England Risk Assessment Whole School Opening – January 6<sup>th</sup> 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 issued in January. For further information regarding the guidance please refer to the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/952443/210114\\_School\\_national\\_restrictions\\_guidance\\_FINAL\\_14012021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf)

**Introduction** (Taken from the Department for Education Guidance – 'Restricting access during the national lockdown')

During the period of national lockdown, schools should allow only vulnerable children and young people and the children of [critical workers](#) to attend. All other pupils and students should not attend and should learn remotely until February half term. Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. Only vulnerable children and children of critical workers should attend on-site reception classes.

We know that receiving face-to-face education is best for children's mental health and for their educational achievement. We will continue to review the restrictions on schools, colleges and universities and will ensure that children and young people return to face-to-face education as soon as possible.

Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.

For vulnerable children and young people and the children of critical workers, the system of protective measures means that any risks are well managed and controlled. The new variant appears to affect all ages but we have not seen any changes in the severity of the disease among any age groups, including children and young people. The majority of children and young people have no symptoms or

very mild illness only. As cases in the community rise there will be an increase in the number of children we see with coronavirus (COVID-19) but only very rarely will they require admission to hospital.

Risk assessment written on 5<sup>th</sup> January by Ross Griffin - Headteacher

### Charlton-on-Otmoor Church of England Risk Assessment January 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 Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● 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.</li> <li>● A one parent drop-off to be enforced.</li> <li>● Headteacher or a member of staff to be outside reinforcing the social distancing guidelines</li> <li>● Parents are not permitted to enter the school building – a letter box will be installed for correspondence or contact can be had by telephone or email.</li> <li>● The school has asked all parents to wear a face mask when dropping off and collecting their child.</li> <li>● FSU/KS1 to use FSU door.</li> <li>● KS2 to use side door.</li> </ul>	Low	Yes	
Staff receiving child from Parent	Staff	Spread of Infection due	<ul style="list-style-type: none"> <li>● Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of</li> </ul>	Low	Yes	

		to close contact	<p>staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)</p> <ul style="list-style-type: none"> <li>• All staff to wear face coverings in communal areas.</li> </ul>			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• The classrooms in KS1 and KS2 will be set up to ensure that there is a forward facing desk for each child</li> <li>• Children will have their own desk</li> <li>• Children will not change desk and will need to keep their stationery at their desk at all times.</li> <li>• Coats will be hung up at their normal pegs. Book bags will be allowed in school.</li> <li>• Children in Nursery and FSU will not have forward facing desks although their desks 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.</li> <li>• Where possible adults should try and keep their distance from other adults and pupils, ideally 2 metres.</li> <li>• Desks in KS1 and KS2 will be 1 metre apart where possible.</li> <li>• Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use.</li> <li>• Hand sanitizer and anti-bacterial wipes available in every classroom for regular use</li> <li>• Windows and doors to be kept open at all times to keep the room well ventilated.</li> </ul>	Med	<b>Yes</b>	
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Teaching staff must keep a safe distance where possible</li> <li>• Where children may require extra assistance, the 2-metre rule is still advised although we recognise that</li> </ul>	Med	<b>Yes</b>	

			<p>this may not be possible.</p> <ul style="list-style-type: none"> <li>• Children will have their own resources, which will not be shared. If there are shared resources, they will be cleaned daily.</li> <li>• Reading books to be sent home and cleaned on return to school.</li> <li>• Teachers have a choice as to whether to wear a face covering within their class. All visitors to a class must wear a face covering.</li> </ul>			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff members check on toilets and clean them regularly throughout the day.</li> <li>• Each class to have a designated set of toilets to use. Children must not use another class' toilet.</li> </ul>	Med	<b>Yes</b>	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Provide activities which encourage social distancing.</li> <li>• Supervising staff must try to keep a 2 metre distance from each other at all times.</li> <li>• Staff will 'cone off' separate areas if there is more than one bubble.</li> <li>• Children to wash hands before and at the end of every breaktime.</li> </ul>	Med	<b>Yes</b>	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff should avoid face to face contact and minimise time spent within close proximity to anyone ideally keeping to the 2 metre rule.</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</li> <li>• Staff to clean surfaces after they have touched them</li> </ul>	Med	<b>Yes</b>	

			<p>e.g. kettle, handles, fridge etc</p> <ul style="list-style-type: none"> <li>● Staff must wear face coverings in staff room unless eating.</li> </ul>			
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● Lunch tables are positioned at least 1 metre apart in the hall where possible 2 metres.</li> <li>● Bubbles to eat together</li> <li>● Water and cups already on tables</li> <li>● A one way system to be in operation when collecting food</li> <li>● Catering staff and staff on duty must wear a mask.</li> <li>● Movement around the hall to be discouraged with children in FSU and Reception only allowed to use the hall toilets.</li> </ul>	Med	<b>Yes</b>	
Assemblies	Staff Children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>● Each bubble to sit at least one metre apart from another bubble</li> <li>● All windows and doors to be kept open</li> <li>● Bubbles to enter and leave one group at a time</li> <li>● Movement within assemblies to be kept to a minimum</li> </ul>	Med	<b>Yes</b>	
Mixing classes	Staff Children	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>● Teaching of mixed bubbles to happen in larger spaces – and to take place outside where possible.</li> <li>● To keep bubbles apart within the space using cones or markers to separate the groups.</li> <li>● If indoors to open all windows and doors</li> <li>● To ensure that pupils wash their hands at the start and end of each session.</li> </ul>	Med	<b>Yes</b>	
Homework	Children Staff	Spread of infection due to work coming into school	<ul style="list-style-type: none"> <li>● Where possible, teachers to set work online with pupils uploading work electronically using the Google Classroom or Tapestry</li> <li>● Avoid unless essential homework coming into school</li> <li>● If books come into school they must be cleaned</li> </ul>	Low	<b>Yes</b>	

School Trips	Not Applicable				
Private Transport	Staff Children		<ul style="list-style-type: none"> <li>• Pupils on dedicated school transport do not mix with general public on these journeys and tend to be consistent.</li> <li>• The advice for passengers on public transport to 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.</li> <li>• School to have a copy of the transport COVID risk assessment</li> <li>• 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.</li> <li>• Face coverings not required for pupils under 11</li> <li>• Pupils to wash hands before and after being on transport.</li> </ul>	Med	Yes
Lessons by external providers <i>Please note that Brass lessons have been suspended.</i>	Staff Children Visitors	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• All music teachers to ensure that they have followed personal hygiene expectations prior to coming to school and on arrival.</li> <li>• To be accompanied to classroom/hall/place of learning</li> <li>• To not move unattended around the school building</li> <li>• To stay at least one metre away from pupils</li> <li>• Brass lessons will re-commence in September for pupils in year 5 and 6</li> <li>• All students to face forward, spaced apart and using their own chairs.</li> <li>• To wear gloves and face covering if handling pupil's musical equipment</li> </ul>	Low	Yes
Visits into school	Staff	Spread of	<ul style="list-style-type: none"> <li>• All external visitors to ensure that they have followed</li> </ul>	Spread of	Yes

by external professionals	Children Visitors	infection due to close contact	<p>personal hygiene expectations prior to coming to school and on arrival.</p> <ul style="list-style-type: none"> <li>● To be accompanied to classroom/hall/place of learning</li> <li>● To not move unattended around the school building</li> <li>● To stay at least one metre away from pupils</li> <li>● Must not be left unattended</li> <li>● To sign in and out leaving their contact details</li> <li>● Must wear a mask/visor – gloves to be provided by the school.</li> </ul>	infection due to close contact		
Movement around the school	Children Staff	Spread of infection due to close contact and touching surfaces	<ul style="list-style-type: none"> <li>● Avoid all but essential movement around the school</li> <li>● Bubbles to remain in classes at all times unless going to toilet, lunch or break</li> <li>● If needing to go to the library to be supervised</li> <li>● Pupils not allowed to walk to the office to collect registers or to give messages.</li> </ul>	Med	<b>Yes</b>	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries.</li> <li>● Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>● Ensure records of injury and treatment are recorded including who administered first aid treatment.</li> <li>● Always wash hands after contact</li> </ul>	Med	<b>Yes</b>	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● In the event of a serious injury or incident call 999 immediately.</li> <li>● Wear face covering and gloves when in close contact or dealing with bodily fluids</li> <li>● In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>● Always wash hands after contact</li> </ul>	High	<b>Yes</b>	

First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• 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)</li> <li>• Any dressings used to be double-bagged.</li> <li>• 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)</li> </ul>	High	<b>Yes</b>	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a mask</li> <li>• Soiled clothes to be double-bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> </ul>	High	<b>Yes</b>	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• When a child is upset, it is advised to maintain a safe distance whilst offering comfort to the child.</li> <li>• Encourage the child to use a tissue to wipe their eyes/nose etc.</li> <li>• If contact is required, wear a face covering and gloves.</li> <li>• Wash hands after contact</li> </ul>	Med	<b>Yes</b>	
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• FSU, Nursery and KS1 to exit by FSU</li> <li>• KS2 to leave via the side gate.</li> <li>• KS2 to stand apart from each other on the front playground or to wait for one class to leave before</li> </ul>	Med	<b>Yes</b>	



			<p>walking out with their own class.</p> <ul style="list-style-type: none"> <li>● One-way system in place with pupils and parents leaving via the 'way out gate'.</li> <li>● HT to supervise outside to inform Parents to abide by the 2-metre social distancing rule.</li> <li>● Staggered leaving times is not going to be implemented at the end of the school day unless required.</li> </ul>			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● 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.</li> <li>● A letter box will be positioned outside of the main entrance for letters to be delivered into.</li> <li>● Parents must not congregate around the school site.</li> </ul>	Med	<b>Yes</b>	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Risk assessment to be shared with all staff.</li> <li>● Risk assessment will be on the school website and on the school shared drive.</li> <li>● All staff are kept up to date with the latest information on COVID-19 with email alerts from the Department for Education.</li> <li>● The school will provide any additional training which is regarded as essential in protecting staff from the risks of COVID-19.</li> <li>● Staff will remind pupils of safety messages.</li> <li>● Parents need to be aware of all of their responsibilities with regards to COVID and government guidance.</li> <li>● 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</li> </ul>	Med	<b>Yes</b>	

			they feel unwell.			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• 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.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• 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</li> </ul>	Med	<b>Yes</b>	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	High	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>• Staff inform the headteacher when they plan to return to work after having coronavirus.</li> <li>• 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.</li> </ul>			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>• The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The headteacher contacts the local Health Protection Team (HPT) or follows the advice given from and discusses if any further action needs to be taken.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	High	<b>Yes</b>	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> <li>☐ All door handles</li> <li>☐ All tables and chairs used by staff and pupils</li> <li>☐ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of</li> </ul>	High	<b>Yes</b>	

			<p>spreading the virus.</p> <ul style="list-style-type: none"> <li>● All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> <li>● The school will be cleaned on a daily basis by the school cleaner using the COVID cleaning schedule.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● Statutory inspections to continue but with social distancing in place at all times.</li> <li>● In-house inspections should continue to ensure the school remains as safe as possible.</li> </ul>	Low		
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● 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)</li> <li>● Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>● Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>● School to ensure no pupils or staff are in the area where contractors are working.</li> <li>● 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.</li> <li>● Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>● They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>● 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.</li> </ul>	Med	<b>Yes</b>	

CAST	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● Frequent and regular handwashing will be essential before, during and after</li> <li>● Staff must wear face coverings at all times.</li> <li>● The hall will be cleaned on a daily basis</li> <li>● All surfaces and tables will be cleaned before and after use</li> <li>● Resources used will be limited and cleaned after use</li> <li>● We encourage and ask parents to avoid using multiple after school providers</li> <li>● We will not be engaging in any external companies during autumn one</li> <li>● Where possible, pupils will be kept within their bubbles and apart from each other</li> <li>● Breakfast club and CAST to use the outdoor space as much as possible</li> <li>● Children to use their allocated toilets where possible.</li> </ul>	Med	<b>Yes</b>	
PE Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● PE to take place outside where possible or in a large space</li> <li>● Children to avoid any form of contact sport</li> <li>● Where bubbles are joined – bubbles to be in separate sections divided by cones</li> <li>● Children are to wear their PE kits on their PE days.</li> </ul>	Low	<b>Yes</b>	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>● All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>● Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>● Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	Med	<b>Yes</b>	

# 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 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 remote 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.

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