



**RISK ASSESSMENT FOR: School Operations during COVID 19 outbreak – 2<sup>nd</sup> September 2021 onwards**

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

<b>Establishment:</b> Christ Church Primary School, Hampstead	<b>Assessment by:</b> Katy Forsdyke, Headteacher	<b>Date:</b> 31.8.21
<b>Risk assessment number/ref:</b> RA-006	<b>Headteacher Approval:</b> K. Forsdyke <b>Chair of Governors Approval:</b> Oliver Chesser	<b>Date:</b> 31.8.21 <b>Date:</b> 1.9.21
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?</b> Yes	

This risk assessment will consider the risks to children, staff and others while the coronavirus, leading to Covid-19 infection, is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The setting should separately consider non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements. They should also risk assess their activities in the usual way and ensure all building, facilities and equipment is in good condition. All maintenance and inspection must be up-to-date

**Hazard** – Coronavirus, leading to the illness Covid-19, is spread in water droplets or aerosols that are expelled from the body through sneezing, coughing, talking and breathing. Persons can become infected by inhaling the droplets, if close to an infected person, or the aerosol, if in a poorly ventilated room/space with an infected person. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

The government’s guidance, on which this template is based is,

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

Early Years – <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

Out of School Settings - <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

Contingency framework: education and childcare settings - [https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=09bc689c-73ca-4445-94fe-4f79828ed4e2&utm\\_content=daily](https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_medium=email&utm_campaign=govuk-notifications&utm_source=09bc689c-73ca-4445-94fe-4f79828ed4e2&utm_content=daily)

The protective measures detailed this risk assessment have been taken from the guidance above.

**Sections in yellow are Christ Church school-based additions/actions/responses** to the official guidance or original template risk assessment provided by Camden

<b>Ref</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Date completed</b>
1	Person with coronavirus infection attends setting	All – by close contact, being in poorly ventilated spaces or touching contaminated objects	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Clear instructions, both in pre-attendance literature and as signage at entrance, that nobody (pupil, staff, parent, carer, visitor etc) should attend the setting (they must isolate at home) if,</p> <ul style="list-style-type: none"> <li>i. they have symptoms of COVID-19.</li> <li>ii. they have tested positive by either LFD or PCR. Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>iii. they have been instructed to self-isolate as a close contact by NHS Track and Trace or the NHS Covid app, unless exempted (all children under 18 years and 6 months are exempted)</li> <li>iv. they are in quarantine after travelling abroad.</li> </ul> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p><i>In all cases where a person is identified as a close contact, including being a household member, of a positive case (regardless of whether they are required to self-isolate), they are strongly advised to take up the offer of a PCR test.</i></p> <p>Information included in beginning of term information to staff (1.9.21 INSET) and beginning of term information to parents (1.9.21 email and subsequent communications, e.g. Sept newsletter)</p>	Use Camden signage at entrances – do not attend if unwell	KF	Sept	

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2	Poorly ventilated spaces leading to risks of coronavirus spreading	All	<p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Ensure all indoor spaces are well ventilated. Where practical, windows should be left open or suitable air conditioning used in line with the HSE's guidance (see- <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>).</p> <p>If possible, open windows as wide as possible for at least 15 minutes before a session and between sessions.</p> <p>If participating in music or sports indoors, it is particularly important that ventilation is good.</p> <p>Windows in all spaces opened at beginning of the day (GD) and then kept open as long as temperature allows. If cold, windows to be opened when spaces are empty.</p>				
3	Contracting or spreading coronavirus by not washing hands adequately and not observing good respiratory hygiene	All	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Hands to be washed with soap and water (or hand sanitiser used if hand washing facilities not available),</p> <ul style="list-style-type: none"> <li>i) On arrival.</li> <li>ii) After use of the toilet.</li> <li>iii) Before eating</li> <li>iv) After lunch break</li> <li>v) After sneezing</li> <li>vi) Before departure</li> </ul> <p>Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.</p> <p>Handwashing routines well established – reminders at beginning of term and periodically</p> <p>Handwashing reminder and technique signage around school</p> <p>Tissues and bins in all spaces; catch it bin it kill in reminders and signage</p> <p>Hand sanitiser available on front desk for visitors – also directed to wash hands on arrival</p>				

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4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	<p>Enhanced cleaning in line with the guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>This should include planned regular cleaning of all areas, including toys and equipment and additional cleaning of regularly touched surfaces, such as door knobs and hand rails.</p> <p>Additional post break time cleaning of all frequently touched surfaces (GD), including surfaces in staff and pupil toilets and communal spaces. This is in addition to usual end of day clean by cleaners.</p>				
5	Contracting coronavirus from persons nearby or by direct (touching ) contact	Staff and pupils	<p>Reception areas, where staff may come into contact with large numbers of adults from outside their household, the school may wish to enable one-way systems to or have clear screens at the reception desk. Visitors and staff may be asked to wear face coverings.</p> <p>In areas usually only used by adults e.g. staff rooms, offices and meeting rooms, furniture should be arranged to reduce close face-to-face contact with each other.</p> <p>Staff should also be reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable.</p> <p>If parents/carers/visitors etc are invited to attend the setting for an indoor activity, e.g. for a performance, exhibition of work or meeting, they should be asked to wash or sanitise hands on arrival and wear face coverings.</p> <p>Visitors asked to wash/sanitise hands on arrival.</p> <p>Staff and visitors to social distance where practical and possible.</p> <p>Face coverings not routinely worn but visitors/parents/staff can wear face coverings if meeting or would prefer.</p>				
6	Clinically extremely vulnerable (CEV) or pregnant persons	CEV or pregnant persons	<p>CEV pupils should follow any advice given to them by their medical specialists.</p> <p>The school/setting should undertake a personal risk assessment with all CEV and pregnant staff and ensure they follow the current guidance,</p> <ul style="list-style-type: none"> <li>For CEV staff - <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>For pregnant staff - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></li> </ul> <p>Individual risk assessments offered to all staff members if needed or requested (INSET 1.9.21)</p>				

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7	Contracting coronavirus from a person who develops symptoms while at the setting	All – by close contact, being in poorly ventilated spaces or touching contaminated objects	<p>School/setting establish a protocol,</p> <ol style="list-style-type: none"> <li>1. Establish a location where the individual can be isolated until they can go home – location should be well ventilated.</li> <li>2. Symptomatic person to be taken to the isolation location.</li> <li>3. Supervising staff to be trained to maintain at least 2 metre social distancing from the symptomatic person. If the symptomatic person requires care at closer than 2 metres, staff should put on a disposable Type IIR fluid resistant surgical face mask, disposable gloves and disposable apron. After use the PPE should be removed and safely disposed of.</li> <li>4. For pupils – parents/carers to be contacted to arrange collection. Pupils should either walk or be collected by a household member in a car (they should not use public transport).</li> <li>5. For staff – go home or arrange to be collected (they should not use public transport – if they cannot walk, drive or be collected, they should get a black cab where the passenger is separated from the driver by a screen and wear a face covering at all times).</li> <li>6. Clean the areas where the symptomatic person has been in line with the government’s guidance – see <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area</a></li> </ol> <p>Symptomatic persons should be asked to arrange a PCR test as quickly as possible and to inform the setting of the result.</p> <p>If the positive case is in an early years setting or primary school where identifying close contacts may be difficult, a ‘warn and inform’ letter can be sent to parents of pupils in the same class advising them they may wish to book a PCR test for their child.</p> <p><b>Protocol as above</b></p>				
8	Confirmed cases and Outbreaks in a setting	All	<p>Inform Camden and Islington Public Health on <a href="mailto:ciphadmin@islington.gov.uk">ciphadmin@islington.gov.uk</a> of all positive cases using the updated reporting form. Also, please explicitly state if you have met the thresholds detailed below:</p> <p>For more than one case follow instructions in the government guidance section “Stepping measures up and down” (call DfE on 0800 046 8687 option 1).</p>				

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			<p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described below, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>The school/setting should be prepared, if local conditions deteriorate, to implement additional controls e.g. to enable social distancing (e.g. reintroducing bubbles) and face mask wearing for adults and pupils over 11 in communal indoor spaces and/or classrooms at the request of the local Director of Public Health or the government.</p> <p><i>NHS Track and Trace will be contacting relevant persons to identify close contacts from 19 July 2021 onwards – the school/setting may be contacted by NHS to provide information.</i></p> <p>School routines from September will assume that, for threshold purposes, 'those who mix closely' are the whole school.</p> <p>School could reintroduce 'bubbles' following Summer 2021 timetable and routines, if needed.</p>				
			<p>In order to minimise all above risks, eligible persons are encouraged,</p> <ol style="list-style-type: none"> <li>1) To take up vaccines, when offered.</li> <li>2) To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised.</li> </ol> <p>Staff advised to complete lateral flow tests twice a week and report tests to school. Test packs available from school.</p> <p>COVID vaccinations and boosters and flu vaccinations encouraged.</p>				

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9	<b>Mental Wellbeing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>Schools mental wellbeing and support mechanisms for staff and pupils reviewed</li> <li>Staff to be reminded of Employee Assistance Programme</li> </ul> <p>High priority given to staff and pupil well being – through school ethos, projects and specific coronavirus discussion and support</p> <p>Ongoing discussion with staff about staff well being and work life balance measures, Formal and informal offers of and signposting to support for staff members and families</p>				

Specific risk assessment for staff home COVID testing - Christ Church School risk assessment – January 2021 onwards

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
<b>Rapid Asymptomatic Coronavirus (COVID-19) Testing</b>					
<p><b>Safe Storage of the NFD</b></p> <p><b>Distributing test kits</b></p> <p><b>Test results</b></p> <p><b>Incident Report</b></p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> <li>• Deliveries are checked on arrival and lists of contents retained</li> <li>• All tests to be stored in a locked room with key personnel only having access to the key</li> <li>• Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius</li> <li>• All staff taking part to collect test kits as instructed by the school</li> <li>• 1 box to be given to each member of staff at a time as each box contains 7 test kits</li> <li>• School to complete Test Kit Log – retain this document for 8 Years – ensure all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date and has new IFU been issued</li> <li>• Ensure all staff the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used</li> <li>• Systems of control to be in place (as per usual staff COVID routines in school) when distributing test kits eg 2 metres distance</li> <li>• Ensure there is enough supply by ordering when details are published</li> <li>• All staff to attend virtual staff meeting to find out about testing process, including how to carry out the test and report results, and have opportunity to ask questions (if staff cannot/ do not attend – individual briefing and information from head teacher)</li> <li>• Reminders given during staff meetings and briefings</li> <li>• All staff given guidance on reporting their result to NHS Test and Trace (booklet)</li> <li>• All staff given guidance on what to do if they have a positive, negative or void test result (booklet)</li> <li>• All staff to report test results to head teacher (as well as to test and trace)</li> <li>• Staff to test twice a week, 3-4 days apart as set out in school instructions, in particular on the night before they are next due in school. This routine will be put in place after an initial period of getting into this routine (as test kits are collected)</li> <li>• Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test</li> <li>• Staff to inform the school when a PCR test is booked</li> <li>• Headteacher to contact staff who report a positive or 2 void test</li> <li>• Bubbles and contacts asked to self-isolate until a PCR test result is received</li> <li>• For individual staff If there are any issues with the test then staff should raise this with the school lead</li> <li>• If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirussyellowcard.mhra.gov.uk">https://coronavirussyellowcard.mhra.gov.uk</a>.</li> <li>• If a staff member needs medical care this should be sought through contacting 111 or 999.</li> <li>• For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119</li> <li>• School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes</li> </ul>	<p>Systems and processes to be checked by Headteacher</p>	<p>Headteacher Staff</p>	<p>Ongoing</p>