



**RISK ASSESSMENT FOR:** School Operations during COVID 19 outbreak – Initial risk assessment: **2<sup>nd</sup> September 2021 onwards,**  
**update 1 7<sup>th</sup> January 2022, update 2 27<sup>th</sup> February 2022**

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 7.1.22 update 1 27.2.22. update 2
<b>Risk assessment number/ref:</b> RA-007	<b>Headteacher Approval:</b> K. Forsdyke  <b>Chair of Governors Approval:</b> Oliver Chesser	<b>Date:</b> 7.1.22 update 1 27.2.22 update 2  <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

Ref	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Date completed
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>All in school community advised to follow current government guidance related to advice to stay at home if they have COVID symptoms. Follow current advice about how long to stay at home and how to use LFD testing to support a safe return.</p> <p>Ongoing communications in newsletters and staff briefings.</p>	Ongoing communication	KF	Regular reminders	ongoing
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> <p>Carbon dioxide monitors in all classrooms– to be used a proxy measure of level of ventilation and as a prompt to open windows/doors if readings get too high. Staff have been briefed on how to use the monitors (November 21)</p>				

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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>				
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	<p>Cleaning in line with guidance in current schools operational guidance.</p> <p>This should include planned regular cleaning of all areas, including toys and equipment.</p> <p>Additional post break time cleaning of all frequently touched surfaces (GD), including surfaces in staff and pupil toilets and communal spaces to be added to daily SSO routine if case numbers rise in the school. This is in addition to usual end of day clean by cleaners.</p> <p>Use of anti-bacterial cleaner for daily cleaning and cleaning of lunch tables between different classes.</p>				
5	Contracting coronavirus from persons nearby or by direct (touching ) contact	Staff and pupils	<p>Visitors routinely wash/sanitise hands on arrival.</p> <p>Staff and visitors to social distance where practical and possible – e.g. staff meetings, staff briefings in best ventilated and largest space</p> <p>Face coverings not routinely worn but visitors/parents/staff can wear face coverings in communal areas if they choose to. Communal staff areas are primarily used for eating/drinking where face coverings would be removed.</p> <p>Limits to numbers of adults in staff spaces (and additional staff room space in library reintroduced) at times of rising and high case numbers.</p>				

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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> <p>Individual risk assessments in place for any staff members who request them, with additional mitigation measures agreed between head teacher and staff member (with advice from medical professionals)</p>				
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>Establish a location where the individual can wait until they can go home – location should be well ventilated.</li> <li>Supervising staff to be trained to maintain at least 2 metre social distancing from the symptomatic person.</li> <li>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>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>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>Protocol as above</p>				

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8	Confirmed cases and Outbreaks in a setting	All	<p>Inform Camden Learning of each positive case.            Inform Camden and Islington Public Health on <a href="mailto:ciphadmin@islington.gov.uk">ciphadmin@islington.gov.uk</a> of any serious outbreak or for advice.</p> <p>If there were an outbreak, school would follow Public Health advice which may include LFD/PCR testing for whole classes, reintroducing 'bubbles' following Summer 2021 timetable and routines, limiting mixing of different classes and enhanced cleaning measures.</p> <p>School will inform parents of first 'new' case in class, but not every following subsequent case, unless there is a large number in class or school as a whole.</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>No routine asymptomatic LFD testing of staff (March 22 onwards).</p> <p>Staff working closely with staff member with individual risk assessment may be encouraged to continue with asymptomatic testing.</p> <p>Limited number of LFD test packs also distributed to families only when there is high need or to support pupil to come to school (Limited supply and then families will be directed to community sources.)</p> <p>COVID vaccinations and boosters and flu vaccinations encouraged. Child nasal spray flu vaccination offered for all classes in November 21.</p>				
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 continues to be 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> <p>Pilot staff counselling offer set up with Brandon Centre (November 21 onwards).</p> <p>Whole school happiness project in Autumn term 21 to raise awareness of mental health strategies.</p>				