

Coronavirus/Covid-19 Risk Assessment Template for Nurseries, Schools and Out of School Settings from September 2021

School/Setting name:	Prior Weston School and Children's Centre		
Persons covered by this assessment:	▪ Pupils ▪ Staff ▪ Contractors ▪ Parents, carers and visitors		
Tasks and activities covered by this risk assessment:	Activities (term time or holiday time) organised by the school/setting <i>(other providers using the school's premises must undertake their own risk assessment, collaborating with the school to ensure all the school's controls are followed)</i>		
Equipment and materials used:	General educational and play materials – <i>this risk assessment supplements the school's/setting's standard risk assessments for other hazards relating to activities e.g. classroom risk assessments, playground risk assessments, sports/PE risk assessments, science risk assessments, design & technology risk assessments.</i>		
Location(s) covered by this risk assessment:	Activities on the school/settings premises <i>(additional risk assessments required for educational visits – the school's usual arrangements e.g. the EVOLVE platform, should be used to risk assess and record visits).</i>		
Name of person completing this risk assessment:	Fiona MacCorquodale	Date of completion:	1/9/2021
Risk assessment approved by:	N/A	Date of approval:	Autumn 2021
Date risk assessment to be reviewed by:	Ongoing	Risk assessment no:	1

Record of risk assessment reviews			
Review Date	Reviewed by:	Comments / date of next review:	Amendments included:
1/12/2021	Fiona Maccorquodale	Review in light of Omicron variant	P3 – CO2 monitors from DfE P5 – parents asked to wear face coverings at collection P5 – all end of term events to be virtual – no large gatherings P6 – not all cases to be reported to CIPH

4/1/2022	Fiona Maccorquodale	Further review due to high infection rates nationally	P3 – changes to isolation rules for positive cases P4 – changes to close contact isolation info P4 – LFD updates P5 – CO2 monitor review P6 – face coverings required for all in shared areas P9 – option to return to remote learning if staffing levels reach critical P10 – avoid unnecessary mixing P10 – assemblies by Zoom for now

Background

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>

Ref	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks? <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	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	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. 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, i. they have symptoms of COVID-19. 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 <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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) iv. they are in quarantine after travelling abroad. 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. 4/1/22 update: When testing positive: If a staff member or student tests positive by LFT they should self-isolate immediately and order a PCR test (ideally within two days). If a staff member or student tests positive by PCR, they:	-Letter to parents -Regular newsletter reminders	HT with SLT	6/9/2021	ongoing

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			- Must stay home and self-isolate for a full 10 days from symptoms onset or the date of the positive PCR test (day 0 being date of symptoms onset or positive test result, day one the next day and so on). - You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFT from six days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFT on the following day. The second LFT should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. - People ending isolation on day seven are strongly advised to limit contact with vulnerable people, not visit crowded or poorly ventilated spaces, and work from home where possible. <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> 4/1/2021: - Primary school pupils in Camden and Islington are being asked to do two lateral flow tests before retuning in January 2022, with the second one the night before returning to school after the break or in the morning of the first day. - Children under five years old do not need to take an LFT. - Staff continue to take twice weekly LFD tests. Close contacts: - All adults who are fully vaccinated and children aged 5 to 18 years and six months who are identified as a close contact of a positive case (whether Omicron or not) should take a LFT every day for seven days. They do not need to self-isolate.				

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			○ If they test negative, they can continue to attend their education setting ○ If they test positive, then they should self-isolate and order a confirmatory PCR test and follow the steps set out above. • Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate. • Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case. • For students with SEND who struggle to or are unable to self-swab daily for seven days, settings should work with students and their families to agree an appropriate testing route, such as assisted swabbing. Information on further support measures will be provided. Anyone with any symptoms of COVID-19 or has tested positive for COVID-19 must self-isolate immediately.				
2	Poorly ventilated spaces leading to risks of coronavirus spreading	All	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. 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-https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm). If possible, open windows as wide as possible for at least 15 minutes before a session and between sessions. If participating in music or sports indoors, it is particularly important that ventilation is good. 1/12/22 – CO2 monitors provided by DfE in all classrooms and main offices to support monitoring of good ventilation. Any issues reported to PM. 4/1/2022 – review of use of CO2 monitors – engage children in monitoring	As described	All staff	1/9/21	

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3	Contracting or spreading coronavirus by not washing hands adequately and not observing good respiratory hygiene	All	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Hands to be washed with soap and water (or hand sanitiser used if hand washing facilities not available), i) On arrival. ii) After use of the toilet. iii) Before eating iv) After playing outside v) After sneezing vi) Before departure Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.	As described	All staff	1/9/21	
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	Enhanced cleaning in line with the guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 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.	As described	Prem Man + room stafrf	1/9/21	
5	Contracting coronavirus from persons nearby or by direct (touching) contact	Staff and pupils	Reception areas, where staff may come into contact with large numbers of adults from outside their household, the school may wish to enable 2 metre social distancing between staff and visitors or have clear screens at the reception desk. In areas usually only used by adults e.g. staff rooms, offices and meeting rooms, furniture should be arranged to prevent close face-to-face contact with each other.	-Divider in place in office reception -Three entrances remain in use –	Led by SLT	6/9/21	

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			Staff should also be reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable. 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. 1/12/2021 – Parents requested to wear a face covering when entering the building. Events where parents/staff could gather to me moved to virtual as ventilation in hall not adequate. 4/1/2022 - Staff and visitors in all educational settings should wear face coverings in shared spaces, including primary schools and nurseries. Shared with parents via parentmail and text – masks available at Reception for collection time. Consider whether a meeting can be held virtually, if face to face is not essential.	WC St gate, door and Fortune Park -Start of day – all parents drop children at door. -End of day 3:20 Babies to Rec: collect from playground Year1 – 6 collect from youngest child's class 3:30 == non collected children taken to foyer where parents can collect			
6	Clinically extremely vulnerable (CEV) or pregnant persons	CEV or pregnant persons	CEV pupils should follow any advice given to them by their medical specialists. The school/setting should undertake a personal risk assessment with all CEV and pregnant staff and ensure they follow the current guidance, - For CEV staff - 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 - For pregnant staff - https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees	As described	SBM	6/9/21	
7	Contracting coronavirus from a person who develops	All – by close contact, being in	School/setting establish a protocol, 1) Establish a location where the individual can be isolated until they can go home – location should be well ventilated. 2) Symptomatic person to be taken to the isolation location.	As described + 1-Location corridor outside	SLT	6/9/21	

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	symptoms while at the setting	poorly ventilated spaces or touching contaminated objects	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. 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). 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). 5) Clean the areas where the symptomatic person has been in line with the government's guidance – see https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area Symptomatic persons should be asked to arrange a PCR test as quickly as possible and to inform the setting of the result. 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.	DSL and DHT offices.			
8	Confirmed cases and Outbreaks in a setting	All	Inform Camden and Islington Public Health on ciphadmin@islington.gov.uk of all positive cases and follow instructions for notifying the local authority published via IslingtonCS – updated: not all cases to be reported. Changes to reporting arrangements updated regularly on CS online From September 2021 primary and secondary schools are to email: anthony.doudle@islington.gov.uk ; early years to email: fis@islington.gov.uk and special schools including alternative provision are to email: candy.holder@islington.gov.uk	As described	HT	6/9/21	

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			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). 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. For most education and childcare settings, whichever of these thresholds is reached first: • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 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. 4/1/2021 – in extreme cases, where staffing does not permit the safe opening of the school, a return to blended learning may be considered in line with LBI operational guidance. <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>				

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			In order to minimise all above risks, eligible persons are encouraged, 1) To take up vaccines, when offered. 2) To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised. 4/1/2022 Avoid unnecessary mixing with colleagues, especially unvaccinated staff Assemblies to move to virtual via Zoom until further notice				