

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

School/Setting name:	<b>Canonbury Primary School</b>		
Persons covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Pupils</li> <li>▪ Staff</li> <li>▪ Contractors</li> <li>▪ Parents, carers and visitors</li> </ul>		
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 &amp; 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, the EVOLVE platform, should be used to risk assess and record visits</i> ).		
Name of person completing this risk assessment:	Patrick Mildren, Headteacher	Date of completion:	31.08.21
Risk assessment approved by:	Andrew Bullman, Parent Governor, Resources Cttee Chair	Date of approval:	01.09.21
Date risk assessment to be reviewed by:	22.10.21	Risk assessment no:	6

### Record of risk assessment reviews 2021\_2

Review Date	Reviewed by:	Comments / date of next review:	Amendments included:
04.01.22	Patrick Mildren, HT	Responding to revised Government and Islington guidance	Amendments to self-isolation and testing guidance, control measures in school and stepped approach to further measures in event of high levels of Covid
17.01.22	Patrick Mildren, HT	Responding to revised isolation guidance	5 full days early end to isolation

## 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>

<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> <i>Suggested controls in blue – if these are not in place, they need to be moved to the further actions column</i>	<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	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 of 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 <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.	N/A			

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			<p>iii.they have been instructed to self-isolate as a close contact by NHS Track and Trace or the NHS Covid app, unless exempted (anyone over 18 who is fully vaccinated [2 vaccines], and children over 5 and under 18 years)</p> <p>iv.they are in quarantine after travelling abroad.</p> <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. Isolation can end early after 5 full days if the person has two consecutive negative LFTs on days 5 and 6.</p> <p>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 a LFD test every day for 7 days. If fully vaccinated</p> <p>Guidance emailed to parents w/b 3<sup>rd</sup> January 2021 and available on the Documents and Policies page of school website.</p>	N/A			
2	Poorly ventilated spaces leading to risks of coronavirus spreading	All	<p>Steps to improve fresh air flow in all areas are included in school routines, giving particular consideration when holding events where visitors such as parents are on site, for example, class assemblies/parent events.</p> <p>Ensure all indoor spaces are well ventilated with windows kept open where practical. If participating in music or sports indoors, it is particularly important that ventilation is good.</p> <p>At INSET on 4<sup>th</sup> January, staff have been guided to implement the following throughout the school day where practical:</p> <ul style="list-style-type: none"> <li>-Windows kept open in all halls</li> <li>-Windows and doors kept open in class-rooms to create airflow</li> </ul> <p>If possible, open windows as wide as possible for at least 15 minutes before a session and between sessions.</p>	N/A			

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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>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 playing outside</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>Yellow lidded bins installed in all classrooms and offices to dispose of tissues and emptied hygienically by Site Supervisor</p>	N/A			
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 includes 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>	N/A			
5	Contracting coronavirus from persons nearby or by direct (touching ) contact	Staff and pupils	<p>Shared at staff INSET, 4 January 2021:</p> <p>Staff should wear a face covering in all communal areas: staff room, PPA room, all offices, staff meeting venues, at drop off and pick up and any other area where adults are gathered together.</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>Staff reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable.</p>	N/A			

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			<p>2 metre social distancing between staff and visitors as far as practicable.</p> <p>In areas normally 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.</p> <p>School office closed to parents – communication by phone or email.</p> <p>School office closed to staff except for essential purposes such as first aid.</p> <p>No more than 3 staff sitting at workstations in PPA room at any one time.</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>	N/A			
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 be isolated until they can go home – location should be well ventilated.</li> <li>Symptomatic person to be taken to the isolation location.</li> <li>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>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> </ol>	N/A			

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			<p>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).</p> <p>5) 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></p> <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>				
8	Confirmed cases and Outbreaks in a setting	All	<p>Strengthened communication including Islington ‘warn and inform’ letters to parents with guidance on what to do</p> <p>Thresholds for notifying COVID cases to Camden and Islington Public Health:</p> <ul style="list-style-type: none"> <li>• whichever of these thresholds is reached first: <ul style="list-style-type: none"> <li>○ Five children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period, <b>or</b></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> </li> <li>• Any setting experiencing a <b>large outbreak</b> should continue to notify <a href="#">CIPHadmin</a> of all new cases</li> <li>• All settings should also seek Public Health advice if a pupil, student, child or staff member is <b>admitted to hospital</b> with COVID-19. They can do this by</li> </ul>	N/A			

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			<p>phoning the DfE helpline (0800 046 8687, option 1), and contacting <a href="#">CIPHadmin</a></p> <p>The school is prepared, if local conditions deteriorate, to implement additional controls e.g. to enable social distancing (e.g. reintroducing bubbles).</p> <p>In extreme circumstances where staff capacity is a concern, controls may include a move to 'blended learning', with a mixture of remote and face to face teaching and learning. The school will consult with Islington and CIPH before deciding on this approach, according to <a href="#">steps to take</a> guidance provided by Islington Schools</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>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>	N/A			