

## Coronavirus/Covid-19 Risk Assessment Template for Nurseries, Schools and Out of School Settings from 16 August 2021

School/Setting name:	Primrose Hill Primary School		
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 e.g. the EVOLVE platform, should be used to risk assess and record visits</i> ).		
Name of person completing this risk assessment:	Phil Allman	Date of completion:	28/08/21
Risk assessment approved by:	SLT	Date of approval:	01/09/21
Date risk assessment to be reviewed by:	30/09/21	Risk assessment no:	1

### Record of risk assessment reviews

Review Date	Reviewed by:	Comments / date of next review:	Amendments included:

## 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>

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)

<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	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.	<i>Check on signage is up to date with current information and guidance</i>	IS, JC, Premises Team	Prior to 06/09/21 when parents and	

			<p>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 <u>get a free PCR test to check if they have COVID-19</u>. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <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 (all children under 18 years and 6 months are exempted)</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.</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>	Information to staff and parents on new procedures for self-isolation and differences between T&T and app	PA in INSET to staff and parents in initial letter	children return	
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>Do walk through identifying all spaces at risk</p> <p>Inform parents of initial pick up/drop off only for first month</p> <p>Whilst weather is warmer to end Sept, windows to be open at all times in all areas</p>	<p>JC, PA, Premises team</p> <p>PA in letter to parents</p> <p>Premises Team</p> <p>PA to notify TW</p>	<p>02/09/21</p> <p>03/09/21</p> <p>Daily in Sept</p> <p>01/09/21</p>	

			<p>CO2 monitors provided by DfE placed in key areas of risk.</p> <p>Mask wearing for adults in school in all 'indoor communal areas where mixing is high' – staffroom, PPA rooms, halls AT ALL TIMES</p> <p>Briefings and Wednesday INSET to remain online Achievement Assemblies to be maintained online unless weather allows playground to be used Any F2F assemblies will be phase based with each class socially distanced from others in middle hall. Monday assemblies from 13/09 will be videoed for viewing in classrooms Soft Start 8.45-9 through MAIN GATE ONLY but with no barriers at gate to improve flow Children on playground at end of day BY 3.20pm. Gate opened at 3.25pm to improve flow</p> <p>Children's lunchtimes to continue to be staggered as at present. Zoning in playground removed Staff lunchtimes: library removed from zone to free it up Eat outside/classrooms Stagger as much as possible when using staffroom/upper PPA rooms Wear masks when NOT eating or drinking in those areas and vacate if finished and someone needs to use the space</p>	<p>Music to continue in top hall for first month</p> <p>PE to be outside at all times unless weather prevents it. Static activities only indoor for first month</p> <p>Assess the feasibility of purchasing extra ones for all classrooms</p> <p>Inform staff of additional mitigation</p>	<p>PA to notify JL/DF</p> <p>JC to assess</p> <p>PA in INSET</p> <p>PA in INSET</p> <p>PA to inform parents</p> <p>PA in INSET</p>	<p>01/09/21</p> <p>15/09/21</p> <p>01/09/21</p> <p>01/09/21</p> <p>03/09/21</p> <p>01/09/21</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 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>All staff to undertake initial covid compliance reminders on first training day</p> <p>Teachers to undertake covid compliance reminders in first session of school year with orientation</p>	PA to inform of new RA	01/09/21  06/09/21	
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>	JC to liaise with new cleaning team to agree compliance	JC and Premises Team to monitor	03/09/21	
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 prevent 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>JC/PA to audit the staffroom, other PPA rooms for layout</p> <p>2m social distancing for staff to staff and staff to children to remain as far as is practical</p>	JC/PA  PA to indicate in INSET	03/09/21  02/09/21  01/09/21	

			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.	No parents on site except for pick up and drop off unless by appointment and then only through front entrance, adhering to sanitising and face mask wearing	PA in initial letter	03/09/21	
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>Assess individual risks for specific children with medical needs, despite CEV list being removed for under 18s</p> <p>Assess risk for those on CEV list previously and decide who needs further updates</p> <p>Reassess risk for known pregnant staff</p>	<p>AA, SS</p> <p>LG</p> <p>LG</p>	<p>06/09/21</p> <p>06/09/21</p> <p>06/09/21</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	<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</li> </ol>	Reestablish protocols prior to summer for dealing with symptomatic persons	PA to reestablish in INSET	01/09/21	

		contaminated objects	<p>disposable apron. After use the PPE should be removed and safely disposed of.</p> <ol style="list-style-type: none"> <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>	Produce ‘warn and inform’ letter to go out to possible close contacts	PA	06/09/21	
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> <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>	<p>Establish new protocols with staff to make them aware of changes</p> <p>Parents to be made aware of what will happen</p>	<p>PA in INSET</p> <p>PA in initial letter</p>	<p>01/09/21</p> <p>03/09/21</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>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>• 2 children, pupils, students and 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>	if cases reach thresholds			
			Identify processes of contingency plan for 'stepping up and down' as per CIPH guidance	SLT	06/09/21	
		In order to minimise all above risks, eligible persons are encouraged,				
		<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>	Ask staff to confidentially identify their vaccination status to enable school to manage risk for them as much as possible	PA in INSET LB to set up google form to allow collation	01/09/21 02/09/21	
			Staff encouraged to take biweekly LFTs and report all results as before	PA in INSET	01/09/21	
			Look into nasal only LFTs	IS to investigate	06/09/21	



