



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

School/Setting name:	Duncombe 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:	Helen Ryan	Date of completion:	02/01/2022
Risk assessment approved by:	Judith Fortune	Date of approval:	
Date risk assessment to be reviewed by:	Weekly	Risk assessment no:	8

Record of risk assessment reviews			
Review Date	Reviewed by:	Comments / date of next review:	Amendments included:
2/02/2022	Helen Ryan		Omicron variant - 7 days isolation from symptoms with a negative lateral flow to be taken on day 6 and day 7 before isolation ends.
			Following contingency guidance, schools are asked to report cases once the school has reached threshold levels to CIPHadmin@islington.gov.uk. Public Health will contact the school to discuss the locally shared "traffic light" measures to support the school manage an outbreak of COVID-19.
			Contact tracing and isolation:  The current guidance on contact tracing and isolation remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age.

## 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>R ef</b>	<b>What are the hazards?</b>	<b>Who might be harm ed 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 complete d</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 <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.</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</p>	<i>Communicate with parents via parent to teacher . Send out public health letter</i>	HR	3rd Jan	3rd Jan

			<p>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>				
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>	Premises manager to open windows in the main halls and all classrooms every morning	Abdul ( Monique to walk round check at 8 am every morning )		
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> </ul>	Teachers and support staff to implement rigorous hand washing procedures as per point 3 i-iv			

			<p>vi) Before departure</p> <p>Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.</p>				
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 handrails.</p>				
5	Contracting coronavirus from persons nearby or by direct exposure	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 2 metre social distancing between staff and visitors or have clear screens at the reception desk.</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>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>In Duncombe Primary, we recommend that face coverings should be worn by staff, parents and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p>	<p>Insist on face masks when parents come into the building.</p> <p>All staff to wear masks in communal areas, walking the corridors and in staff meetings.</p>	All staff and visitors		
6	Clinically extremely vulnerable (CEV) or	CEV or pregnant persons	CEV pupils should follow any advice given to them by their medical specialists.	Medical and welfare officer to identify CEV children and complete a	LD	3rd Jan	3rd Jan

	pregnant persons		<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>	separate risk assessment for them			
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 - at Duncombe this is the medical room.</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> </ol> <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</p>	As per previous risk assessments, pupil with symptoms should be taken to the medical room			

			<p>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>Inform Camden and Islington Public Health on <a href="mailto:ciphadmin@islington.gov.uk">ciphadmin@islington.gov.uk</a> of all positive cases and follow instructions for notifying the local authority published via IslingtonCS</p> <p><b>From September 2021</b> primary and secondary schools are to email: <a href="mailto:anthony.doudle@islington.gov.uk">anthony.doudle@islington.gov.uk</a> ; early years to email: <a href="mailto:fis@islington.gov.uk">fis@islington.gov.uk</a> and special schools including alternative provision are to email: <a href="mailto:candy.holder@islington.gov.uk">candy.holder@islington.gov.uk</a></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>				

		<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>				
9.	Unvaccinated staff- pose a risk through transmission to others. Also , as unvaccinated they are required to self-isolate if living with a positive COVID case.	<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> <li>3) Unvaccinated staff who are required to self-isolate will be paid as per guidance .</li> </ol>	All staff to continue to test twice weekly and report to school admin LFT to be ordered by admin team			

Point	What are the hazards ?	Who might be harmed and how?	What are you already doing to mitigate the risks?	What further action do you need to control the risks?	Who is responsible ?	Date by	Date completed
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10.	Not enough staff to safely open the school due to the omicron virus	Children are at risk if there are not enough teachers and support staff to cover staff illness.	One teacher out of class Mon-Thurs for interventions and daily cover. SLT (x 2) have flexibility in their timetables to cover.  Duncombe uses a number of reputable teaching supply agencies	Plan to send class groups home with a laptop for online learning.  Group classes together in year groups/phases with staff available  Continually risk assess based on numbers of staff ill	Katija and Caroline - Google classroom  Jamie - google classroom/ laptop identification list  Helen - in school arrangements -  Monique- RA staff numbers	3rd Jan - contingency plans in place	This is on-going until the 4th wave of the Covid pandemic has passed.
11.	Attendance to school	Vulnerable children, especially those on the safeguarding list	Daily phone calls to any child not in who is on the safeguarding list. Immediately inform the social worker.	Drop round with home learning / laptop  Encourage all vulnerable children to remain in school in the event of a further lockdown	Helen (DSL) Louise (DSL)	Safeguarding list is in place. Review attendance of all on the first day back.	

