

Coronavirus/Covid-19 Risk Assessment

September 2021

School/Setting name:	Pakeman Primary School		
Persons covered by this assessment:	<ul style="list-style-type: none"> ▪ 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:	Emma Bonnin	Date of completion:	30 th August 2021
Risk assessment approved by:	Janet Convery	Date of approval:	
Date risk assessment to be reviewed by:	When there is a change in covid rules	Risk assessment no:	7

Record of risk assessment reviews

Review Date:	Reviewed by:	Comments / date of next review:	Amendments included:
03/06/21	Emma Bonnin	Changes to sports and singing – review in September	New sports and singing procedures
10/03/21	Emma Bonnin	Back to school – review in 3 months	Out of lockdown
08/01/21	Emma Bonnin	In lockdown – review when school reopens	Start of new lockdown
05/12/20	Lynne Gavin	Changes for end of year performances and sports – review after winter holidays	Change in mixing procedures

05/10/20	Lynne Gavin	Changes to bubble system – review in 2 months	Change in bubbles
04/09/20	Lynne Gavin	Changes after Lockdown – Back to school – Review in one month	Out of lockdown

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	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	All parents reminded of Covid symptoms and procedures via letter, email and class dojo. First day calling if absent to remind parents of the	Emma Office	Before school starts in September	3 rd September

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		touching contaminated objects	<p>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"> 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 stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 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. <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>	rules re: Covid			

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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- https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm).</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>Remind all staff in INSET day (Friday 3rd September) about ventilation – particular focus on parents/carers visit in Lodge or Tracey's only as there are two doors.</p> <p>Dismiss children outside even in rainy weather to avoid indoor contact with parents/carers.</p> <p>All parent/carer volunteers to join the lateral flow test procedures for trips and for placements.</p> <p>Reminder to keep bottom hall ventilated during assemblies and sports indoors.</p>	Emma Ben Office	INSET day	3 rd September
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>	<p>Continue with hand washing procedures – when coming in to school, after play, after lunch – No need to wash hands after PE or Music.</p> <p>Tissues and hand towels to be available in all</p>	All school staff	Reminder to all staff on Friday 3 rd September Ongoing	Ongoing

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			<ul style="list-style-type: none"> i) On arrival. ii) After use of the toilet. iii) Before eating iv) After playing outside v) After sneezing vi) Before departure <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>classes</p> <p>Use hand dryers in toilets indoor and outdoor</p>			
4	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	<p>Enhanced cleaning in line with the guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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>	Additional cleaner employed full time to clean regularly touched surfaces, doors, door knobs, hand rails, toilets, sinks, desks, chairs...	Emma Steve	Ongoing	Ongoing
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 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>Clear screen installed in office to avoid contact between office staff and other adults.</p> <p>Office staff to wear mask if there is a need to move closer to the adult and away from the clear screen.</p> <p>Staff to avoid close face to face contact in staff rooms, meeting rooms and offices. Try to keep</p>	All staff	Ongoing	Ongoing

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				<p>1m apart or face in the same direction – Staff room split into two spaces – Lodge and staff room – to enable more space</p> <p>Staff to avoid close face to face contact with children and when giving feedback stand behind the children (both looking towards the child’s workbook)</p> <p>Parents/carers to wash hands on arrival and to wear face coverings when attending school for workshops, coffee mornings...</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"> 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 	<p>No clinically extremely vulnerable children currently attending Pakeman – sent a text out to check on 1st September and a letter on 3rd September</p> <p>Risk assessment to be reviewed/carried out with pregnant and CEV staff</p>	Emma Office Steve Gill	September 2021	September 2021

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			<ul style="list-style-type: none"> For pregnant staff - https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 				
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"> 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. 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 <p>Symptomatic persons should be asked to arrange a PCR test as</p>	<p>Individual with symptoms to isolate in Tracey’s room as it has two doors for ventilation or in the front office – location to be cleaned and fogged as soon as the person with symptoms has left.</p> <p>Procedures reminder to all staff in INSET – particularly office staff and staff in Rainbow room</p> <p>Advise staff/child/parent/carer with symptoms not to use public transport as they have symptoms</p> <p>Advise parents/carers of contact cases to have a PCR test as soon as possible</p>	<p>Emma Office Rainbow room staff</p> <p>All staff</p>	Ongoing	Ongoing

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			<p>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 ciphadmin@islington.gov.uk of all positive cases and follow instructions for notifying the local authority published via IslingtonCS</p> <p>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</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</p>	<p>Inform LA (Anthony Doudle) and the Self-isolation service hub of any positive cases via email</p> <p>If more than one case, phone 0800 046 8687 for advice</p>	Emma Ben Tracey	Ongoing	Ongoing

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			<p>thresholds is reached first:</p> <ul style="list-style-type: none"> • 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 <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"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <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>				
			<p>In order to minimise all above risks, eligible persons are encouraged,</p> <ol style="list-style-type: none"> 1) To take up vaccines, when offered. 2) To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised. 	<p>Encourage all staff to be vaccinated – the majority of staff have been</p> <p>Encourage twice weekly LFT for all staff</p>	All staff	Ongoing	Ongoing