

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

School/Setting name:	Gillespie 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:	<i>Activities (term time or holiday time) organised by the school/setting (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:	<i>General educational and play materials – 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:	<i>Activities on the school/settings premises (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:	Mark Owen	Headteacher	Date of completion: 4 th March 2022
Risk assessment approved by:	Claire Bolderson	Chair of Governors	Date of approval:
Date risk assessment to be reviewed by:	April 2022		Risk assessment no: 6

Record of risk assessment reviews

Review Date	Reviewed by:	Comments / date of next review:	Amendments included:
4 March 2022 (for this version)	Mark Owen/Ashley Smith/Claire Bolderson	To reflect latest Covid-guidance and circumstances.	Whole document reviewed in light of current advice including advice from local authority. All links are to the latest guidance.

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	<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>Advice (pupil, staff, parent, carer, visitor etc) should not attend the setting (they should isolate at home) if,</p> <p>i. they have symptoms of COVID-19.</p> <p>they have tested positive by either LFD or PCR. Staff and pupils with a positive LFD test result are advised to self-isolate in line with https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts</p>	<i>Text message service reminders and newsletter updates</i>	Head and Admin team	Ongoing and when required	

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			<p>Protocols to be implemented as advised by Jonathan O' Sullivan Director of Public Health Islington on 1st March 2022: Although the government has removed the legal requirement to self-isolate after a positive COVID-19 test result, we ask that all adults and children who test positive for COVID-19 or develop ANY of the three main symptoms of COVID-19 stay at home and self-isolate. Anyone with symptoms should get a PCR test as soon as possible. Please find details about how to arrange a PCR test at gov.uk/get-coronavirus-test.</p> <p>If the result of your child's PCR test is negative, they no longer need to remain at home and they can return to school as soon as they are well enough to do so.</p> <p>If the result of your child's PCR test is positive, they should not come into school for at least five days from the date when symptoms started or the date of the test if they had no symptoms. (Day 0 being date of symptoms onset / test, day 1 the next day and so on). They should take an LFD test on day 5 and another LFD test on the following day, at least 24 hours later. If both these test results are negative, and they do not have a high temperature, they can safely return to school. Otherwise, please keep your child off school until they test negative for two consecutive days. They can return to school regardless of the test results after 10 days</p> <p>The three main symptoms of COVID-19 are:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • A loss of, or change in, normal sense of taste or smell <p>I know it's not the official guidance but should we add, something about sore throat and cold also being reported as symptoms?</p> <p>Close contacts of a positive case may continue to come to school if they are well</p> <p>If your child has been in close contact with someone who tests positive for COVID-19 they are no longer required to take daily tests or self-isolate. They should continue to attend school or nursery as normal if they remain well. If they develop any symptoms they should book a PCR test and self-isolate as described above.</p> <p>Islington Local Authority have asked staff to continue taking twice-weekly LFD tests until 31st March 2022</p>				

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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>Foyer /entrance area to main office :</p> <ul style="list-style-type: none"> > restrict number of visitors to maximum of 4 at any time > parents not allowed access to office via playground – they must go to the front door > foyer door to main school closed during drop off and pick up .Opened for ventilation at other times 	Premise manager /office staff	Ongoing	
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"> i) On arrival. ii) After use of the toilet. iii) Before eating iv) After playing outside v) After sneezing vi) Before departure 				

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			Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.				
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				
5	Contracting coronavirus from persons nearby or by direct (touching) contact	Staff and pupils	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	Where practical keep windows and doors open to ensure a draught			
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, <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 For pregnant staff - https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 		Assistant Head Medical needs Lead		

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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 a social distance 4) For pupils – parents/carers to be contacted to arrange collection. <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</p>	<p>Medical room on ground floor is the isolation location</p> <p>Standard letter to be sent to all families in class to inform when a positive case has been identified</p>	SAO		
8	Confirmed cases and Outbreaks in a setting	All	<p>Inform Camden and Islington Public Health on ciphadmin@islington.gov.uk of any hospitalisations or deaths</p> <p>For most education and childcare settings, whichever of these 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 5 day period or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 5 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>		Head /office staff	On-going	
			<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 				

