



**RISK ASSESSMENT (RA) FOR:**

The full reopening of Hampstead School in September 2020. To be read in conjunction with the Hampstead School Autumn Opening Plan, the [DfE guidance on reopening of schools](#) and [Camden & Islington Public Health guidance](#).

<b>Establishment:</b> Hampstead School	<b>Assessment by:</b> SLT	<b>Date:</b> 31.08.2020
<b>Risk assessment number/ref:</b> COVID 200901	<b>Headteacher Approval:</b> <i>Matthew Sadler</i>	<b>Date:</b> 01.09.2020
	<b>Chair of Governors Approval:</b> <i>Hunter Danskin</i>	<b>Date:</b> 01.09.2020
<b>All employers have a duty to consult employees on health &amp; safety. Have staff been consulted in production of this risk assessment?</b>		Yes

**The DfE guidance has key requirements that must be met. The guidelines detail a system of controls that the school must implement. They are grouped into ‘prevention’ and ‘response to any infection’.**

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

What are the hazards?	Risk	Risk Mitigation Controls	Further action required	Owner	Deadline	Done
<b>CLINICAL RISK TO INDIVIDUALS FROM COVID-19</b>		National Framework requirement: <i>Identify staff who can't return to school at this point &amp; how they can work from home</i> <i>Identify likely numbers of pupils returning &amp; agree required staffing resource &amp; approach &amp; liaise with your local authority on your plans.</i>	Cross reference with central secure staff COVID database & cross-check with every employee. Identified staff who are unable to return (where we cannot provide stringent social distancing for them on site) & agreed roles in supporting the remote learning of students not attending school. Complete CL updated IRA			
		Actions: Review Individual Risk Assessments (IRA) completed for June wider opening and revisit those flagged Amber/Red with new CL enhanced IRAs. Discussion of those with underlying health issues or those within vulnerable groups with line manager; oversight by Deputy Head (HD). Identify (& individually record) all staff who are either clinically vulnerable, clinically extremely vulnerable (shielded) or have household members who are shielded, prior to them entering the school. Staff that are clinically vulnerable/clinically extremely vulnerable or identified in an at risk category in the IRA will agree extra control measures to be put in place to provide adequate controls within school in line with Government guidance		Staff LM, HD	20 July	
	Staff, students, wider contacts	We are aware that BAME staff nationally are more at risk from COVID 19; to be highlighted in individual RA & awareness mobilised in line with BAMEEd recommendations (more detail available here <a href="https://www.bameednetwork.com/resources">https://www.bameednetwork.com/resources</a> ) & Camden BAME disproportionality action plan.		HD		
		We will ensure that all clinically vulnerable staff flagged red are either enabled to work from home, or to carry out the lowest-risk roles on site, with social distancing of 1m+ . Clinically vulnerable staff electing to waive this right must have discussed it with their doctor & HD within an IRA so we provide adequate controls within school in line with Government guidance.				1 Sept.
	Spread of COVID-19	Cross check students who are either clinically vulnerable or shielded & include nil-return reference in letter to parents/carers;. Cross check with list supplied by Camden Learning	Letter Home Website	HoY		1 Sept.
		<ul style="list-style-type: none"> <li>'Clinically vulnerable' children should follow the evidenced advice of their doctor.</li> <li>Other advice as above</li> </ul>				
	Where a student's health is such that they are required to remain at home, suitable home learning support will be provided on an individual basis	Letter Website				
	Ensure up to date risk assessments for children on EHCPs, carried out with educational providers & parents/carers, to ensure child is at no more risk in Hampstead School than at home. Complete SEND IRAs if required.			LOR	1 Sept.	
	Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.					
	Staff, Students or visitors who are symptomatic or have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.	Website MyEd App Staff and student induction		MJ	Ongoing	

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		Staff, Students, and visitors living in the same household as a person who has tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.				
<b>STAFF LEVELS</b>	As Above	<p><i>National Framework requirements:</i>  Consider options if necessary, staffing levels can't be maintained (including school leaders &amp; key staff like designated safeguarding leads &amp; first aid providers); agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times); agree staff workload expectations (including for leaders).</p> <p><b>Actions:</b>  With the caveat as above, all staff will be required physically in school from start of Autumn Term. Agree flexible working patterns to support changes to the staggered school day/ bubble arrangement. Review staffing levels &amp; workloads daily re. service delivery. Mental health &amp; wellbeing of all staff (incl. leaders) &amp; the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable, agreed &amp; supported by Governors. SLT reassuring staff and communicating thoroughly and openly all measures, controls, and arrangements in place to maintain safety. Shadow timetable &amp; online learning in place for for potential future lockdowns</p>	<p>Scheduled iterated in line with above</p> <p>Sept Opening Plan Link to WAS work</p> <p>TTT to oversee</p>	<p>SLT MS</p> <p>HD</p> <p>ASH</p>	1 Sept.	
<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT</b></p> <p><b>Physical arrangements</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking &amp; breathing. The virus can be transferred to the hands &amp; from there</p>	As Above	<p><i>National Framework requirement:</i>  Decide the physical structures needed to limit risks &amp; limit movement around the building(s) (eg classroom layouts, entry &amp; exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures &amp; messages will be implemented &amp; displayed around school; Agree whether breakfast clubs, lunch clubs &amp; after-school clubs can operate (in line with the implementing protective measures in education &amp; childcare settings guidance), &amp; under what terms; DfE advice states for secondary schools rearranging classrooms with sitting positions 2m apart is recommended</p> <p><b>Actions Students:</b> (read in conjunction with September Opening Plan &amp; Government Guidance)</p> <ul style="list-style-type: none"> <li>All students to be contained within social bubbles, within redesigned timetable</li> <li>KS3 bubbles will be double-tutor group based; all students to be taught within double tutor group bubbles</li> <li>KS4 &amp; KS5 bubbles will be whole-year based.</li> <li>No spaces used by one bubble will be used until cleaned/time lapsed.</li> <li>Start and finish times staggered for designated year groups, to reduce congestion.</li> <li>South gate principal access route to ensure the monitoring of hand sanitizing</li> <li>Students are not to arrive more than 15 minutes before their start time.</li> <li>Year groups are given clear information about entrances to use/times for arrival/departure.</li> </ul>	<p>Communication of risk assessment measures to staff &amp; students prior to re-opening, followed up with daily reminders</p>	<p>SLT</p> <p>RP</p> <p>Class Tchr</p>	1 Sept.	

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to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content & temperature).		<ul style="list-style-type: none"> <li>On arrival students to make their way straight to wash / sanitise hands as supervised by staff on duty</li> <li>Masks to be removed in line with government guidance in covered bin, or sealed bag to take home (hands washed)..</li> <li>SLT/ City Year will be supervising outside to monitor the mixing of year groups and congregation of groups of students</li> <li>Where possible classrooms are being re arranged so that all desks face forward and there are floor markings to allow the teacher to remain more than 1m+ from students</li> <li>At the end of the school day students will be encouraged to leave site immediately via South Gate.</li> <li>Where possible all staff will arrive at school prior to the bulk of students arriving.</li> <li>Students are given clear instruction regarding maintaining a bubble &amp; suitable social distance from other bubbles &amp; staff.</li> <li>Sufficient staff &amp; City Year will be on duty to supervise students at the beginning and end of the day and during class changes and free association time.</li> <li>Timetables to be planned so as far as possible so that students stay in set bubbles, predominantly in double periods, minimising movements via half-cohort blockings.</li> <li>One-way systems and clear signage to be established to reduce the risk of year groups mixing</li> <li>The movement of staff and students around the school to be managed within staggered break and lunch times to maintain bubble integrity</li> <li>Zonal system in outdoor areas to maintain discrete bubbles.</li> <li>Staggered use of the school catering facilities at break time and lunch time.</li> <li>Sharing of stationery &amp; other equipment limited to within the bubble; else sanitised / left overnight</li> <li>In practical lessons, any equipment used cleaned after use (CLEAPPS advice (GL343 &amp; GL 344)</li> <li>ICT equipment to be sanitized after each use; Wipes to be available in classrooms</li> <li>Students instructed to remain in bubbles all times; staff to remain 1m+ from students &amp; each other</li> <li>Class books not to handled except by owner; if books collected in, wash hands thoroughly &amp; preferably leave for 24h before handling &amp; wash .</li> <li>Rooms to be kept as well ventilated as possible (opening windows); no air con; doors propped open</li> <li>Full school uniform required; -students bring own learning equipment; small supply to give out &amp; keep.</li> </ul> <p><b>Actions Staff:</b></p> <ul style="list-style-type: none"> <li>Staff will not make drinks for each other &amp; will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work; small number on site; staff room available</li> <li>Staff will only use their own cup, cutlery, plates etc &amp; will be responsible for washing these themselves</li> <li>Staffroom rearranged for social distancing; staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc &amp; should not use offices / rooms where 1m+ distancing cannot be maintained</li> <li>All staff have active responsibility to model COVID-protective behaviour at all times and reinforce with students at every opportunity.</li> <li>Staff in Administration Office to follow Discrete RA (Guidance Procedures : Administration)</li> </ul>	<p>Clear plan to be documented detailing different year group start and finish times and entry/exit points and communicated with parents/carers and students</p> <p>System to be in place to manage students who arrive late</p> <p>Classrooms in use to be re-arranged with sitting positions 1m+ forward facing</p>	<p>MS</p> <p>AS</p> <p>RP</p> <p>Staff</p> <p>MJ</p>	<p>28 Aug.</p> <p>1 Sept.</p> <p>1<sup>st</sup> Sept.</p> <p>1 Sept.</p> <p>1 Sept.</p>	

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		<p><b>Face coverings in school</b></p> <p>New guidance on face coverings was issued to schools on Wednesday 26<sup>th</sup> August 2020 (available here: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>)</p> <p><b>Face coverings for students:</b> In light of this guidance, we are going to instruct all students to bring a face covering with them to school each day. This must be a face mask (no bandanas or scarves), plain in colour with no designs or wording, and stored in a plastic bag within their school bag. We will not be mandating their use in corridors or communal spaces in the first instance - the organisation of the timetable and the plan for supervised lesson transitions means we should not have crowding in these areas - but if a situation arises where staff feel social distancing cannot be achieved we can instruct students to put on their masks. We will have a stock of disposable masks in case a student forgets their mask or has something that is inappropriate in nature or design. Although the strong recommendation will be that face coverings are not worn in lessons, if a student wishes to keep a mask on during the course of the day we will allow them to do so. This will rely on them wearing it in an appropriate manner (education on how to wear a mask will be included during student induction).</p> <p><b>Face coverings for staff:</b> The wearing of a face covering will be at the discretion of staff. We have a number of visors available for staff and we order more on request; visors have a much smaller impact on communication and so we would recommend these in student-facing roles.</p>				
<p><b>Physical arrangements</b></p> <p><b>Arranging rooms &amp; limiting proximity</b></p>	As Above	<p><b>Meetings/F2F/training</b> Limit F2F meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via teleconferencing</p> <p><b>Offices / ICT suites etc</b> Workstations acceptable distance apart / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks. Staff in Administration Office to follow appendix 4 (Guidance Procedures : Administration) Restricted use of ILC to separate bubbles</p> <p><b>Stairs / corridors</b> Students to enter East Building by Central Stairs &amp; exit via North/South Stairs &amp; stairwells. Students to enter South Building via Western doors &amp; exit via Eastern doors. Southern stairs used in West Building to go up; North Stairs to go down Clearly marked one-way system up central east Stairs &amp; down the West one way in North Building Likewise for up &amp; over West Building in a northerly direction Staff on duty to cordon &amp; direct students on/off site.</p>	<p>Signage</p> <p>Signage &amp; Route map</p>	<p>ELT</p> <p>ELT</p> <p>CY KLE</p>	<p>1 Sept.</p> <p>1<sup>st</sup> Sept.</p> <p>1<sup>st</sup> Sept.</p>	

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		<p>SLT available at all times if required eg to accompany students to toilet; constant remote monitoring via CCTV</p> <p><b>PE / Dance</b>            Limitation of numbers with sessional use to reduce congestion &amp; contact at all times; social distancing &amp; strict rules around non-contact; No contact sports            No common surface touching activities;            Music - no sharing of instruments or communal singing; sanitisation of touch services after each bubble.            Adhere to advice published by Camden Music Service on singing and instrument use.</p>		KB and SLs	1 <sup>st</sup> Sept.	
<b>Organisational arrangements - timetabling</b>	As above	<p><i>National Framework requirement:</i>  <i>Decide the organisational structures needed to limit risks &amp; limit movement around the building(s) (for example, staggered starts &amp; break times, lunch queues, use of communal staff areas. Agree how safety measures &amp; messages will be implemented &amp; displayed around school.</i>  <i>Agree what learning is appropriate (including the relationship between face-to-face &amp; remote education), for example, identify curriculum priorities, agree revised expectations &amp; required adjustments in practical lessons, &amp; any approaches to 'catch up' support.</i></p> <p><b>Actions:</b>            Implement identified curriculum Sept. 2020 taking into account mental health &amp; wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups.</p> <p>Liaison between primary &amp; secondary schools for secondary transition.</p>		MS RHA CDA	1 Sept.	
<b>Organisational arrangements - Access</b>	As Above	<p><b>Entry &amp; egress</b></p> <p><b>Students</b>            Via South gate only; manage student entry to ensure distancing. City Year/SLT guide all students to hand sanitizing stations on arrival &amp; ensure compliance</p> <p><b>Parents / carers</b>            Will be reminded/encouraged to follow Coronavirus &amp; TfL safer travel guidance for passengers &amp; discouraged from gathering at school gates / reception; Clearly communicate arrangements to parents/ carers &amp; insist that they model &amp; maintain social distancing in public &amp; not enter the site without prior appointment.</p> <p>Visual aids/floor markings in reception to ensure parents socially distance.</p> <p><b>Visitors (see also contractors below)</b>            Only essential visitors are allowed onto the school site. Signage in reception regarding good hygiene. Staff in Administration Office to follow specific RA (Guidance Procedures : Administration)            Ensure all visitors / building users are aware of expectations; social distancing, hand washing / use of sanitiser on entry &amp; one way systems.</p>	<p>Daily monitoring &amp; proactive management</p> <p>Include in letter to reiterate</p> <p>Barriers / screen in place at reception</p> <p>Prior to contractors &amp; essential visitors arriving at school their I is established so as to share precautions.</p>	SLT CY ELT  MS RP YW  RP YW	12 June	

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		<p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet (sanitizer also provided in reception / staffroom /classroom). All staff to enter and exit by the main reception entrance ensuring that they maintain appropriate social distancing with all other staff and students. Due to layout and limited space, non-office-based staff are not to enter the front administration area; a discrete RA is in place for the Administration area (MJ)</p>	Floor markings/visual aids in place	Staff		
<p><b>Indirect transmission of Coronavirus through surface contamination</b></p> <p><b>Personal hygiene</b></p>	As Above	<p><i>National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) &amp; decide on policy related to usually shared items (for example, books, toys, practical equipment).</i></p> <p><b>Actions (hygiene)</b> Ensure adequate supplies of soap, paper hand towels &amp; hand sanitiser, with stock monitoring &amp; re-ordering procedures set up.</p> <p>Students are continually reminded to wash or sanitise their hands in line with e-bug project guidelines before leaving home &amp; on arrival at school; before leaving site after using the toilet &amp; after any sporting activities, before eating any food, including snacks Ensure soap &amp; hand towels are regularly topped up at all washing stations. Provide suitable &amp; sufficient lidded rubbish bins for hand towels with regular removal &amp; disposal. Ensure proper handwashing &amp; hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance; handtowels; blow driers out of use. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitizer provided at reception and entrances to exits of all blocks &amp; should be used by all persons when entering/leaving. Tissues will be provided for classrooms, replenished as required; gloves for staff in event of necessity Ensure lidded bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed &amp; understood in each class. Staff / students to use tissues when coughing or sneezing &amp; then place the used tissue in the bin before washing hands.</p> <p>Staff &amp; students wearing of face masks or face coverings in school in line with government requirements or that of authorised/competent risk assessment or medical professional; no further action beyond encouragement</p>	<p>Supplies in stock. Monitoring &amp; reordering procedures in place.</p> <p>Bins located in all classrooms in use</p> <p>Bins to be emptied twice daily &amp; hand washing facilities to be cleaned throughout the day</p> <p>Catch it, bin it, kill it message to be displayed, discussed &amp; understood</p> <p>Reason communicated but NFA beyond</p>	<p>RP</p> <p>All</p> <p>RP</p> <p>MS</p>	1 Sept.	
<b>Cleaning</b>	As Above	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like &amp; how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) &amp; how you will ensure sufficiency of supplies.</i></p> <p><b>Actions (cleaning)</b> Recruitment of additional cleaning staff Cleaning staff and site staff will disinfect high touch areas in-between cross-bubble use; high touch areas include door handles, bannisters, taps &amp; computer keyboards</p>	Site Staff to include regular cleans into their daily schedule &		1 Sept	

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		<p>Initially, teaching staff will be asked to disinfect high-touch areas in their classrooms at points in the timetable where cross-bubble use exceed cleaning capacity. Training will be provided during induction and materials will be made available in all classrooms.            A deep clean of each used classroom will take place each day            Areas not in use are closed and locked off so cleaning can be concentrated where required            Wipes to be available in classrooms</p> <p><b>Toilets</b>            Restrict the number of people using toilet facilities at any one time; staff to use heightened professional judgement in allowing visits in lesson time.            Allocate specific toilets to identified bubbles            Students to carry own water bottles; fountains out of use except under supervision</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE &amp; contact times for all detergents &amp; disinfectants to be followed.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned at least daily with all hard surfaces cleaned with appropriate cleaning/sanitising cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc)in addition to standard cleaning regimes.            Cleaning of classrooms, offices, and toilets to be cleaned when no staff or students within area.            Toilet and washroom areas, food preparation areas and staffrooms are cleaned at least daily.            Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails etc.).            All internal bins will be emptied daily to external secure bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, Government guidelines COVID-19 cleaning of additional cleaning will be followed.</p> <p><b>When cleaning a contaminated area</b>            Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves &amp; apron</li> <li>• Wash their hands with soap &amp; water once they remove their gloves &amp; apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> </ul>	<p>purchase cleaning materials for use during the day</p> <p>Training for staff during induction.</p> <p>Anti-bacterial wipes to be available for ICT laptops; wiped down after use</p> <p>Sufficient copies of resources to be made available &amp; control measures applied to minimise contact</p>	<p>RP</p> <p>RP</p> <p>RP</p>		



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		<ul style="list-style-type: none"> <li>Hands should be washed with soap &amp; water for 20 seconds &amp; dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths &amp; mop heads used must be disposed of as single use items.</p> <p>Hand towels &amp; hand wash are to be checked &amp; replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks &amp; the toilet flush, etc.</p> <p>Only cleaning products supplied by the school are to be used.</p> <p>Cleaners to be briefed by RP on social distancing &amp; their methods for cleaning the school site each day in particular to the cleaning required for door handles &amp; taps etc.</p>		RP		
<b>Behavioral Expectations</b>	As Above	<p><i>National framework requirements:</i> Update behaviour policies to reflect the new rules &amp; routines necessary to reduce risk in your setting &amp; agree how to communicate this to school staff, students &amp; parents &amp; review uniform expectations.</p> <p><b>Actions:</b> SLT very visible at all times, supported by ELT &amp; City Year. First Aider / DSL L3 all on high alert Update behaviour protocols &amp; communicate to staff, students &amp; parents Constant reminder of good respiratory hygiene, handwashing 20s+ &amp; no touching rule. Reinforce through daily teacher reminders Display prominently through the school &amp; at the gate On an individual basis , implement IRAs for other students who may not previously have been risk assessed in view of current circumstances who may pose a risk; or who may need specific care that cannot be delivered while social distancing; or potentially violent students. (SENDCO / HoYs to advise). HoYs to advise whether specific students will have difficulty readjusting and discuss how this can be managed Structure into school return wellbeing conversations and activities to enable students to talk about any concerns.</p> <p>Communication with home – updated behavioural expectations</p>	Review behaviour management plans & procedures in line with government guidance. <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a>	All	1 Sept.	
<b>Dining Hall/ Lunch</b>		<p><i>National Framework requirements:</i> Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school &amp; eligible for benefits related free school meals. Guidance: Schools need to provide meals including Free School Meals, to reopen their kitchens &amp; ensure food preparation &amp; serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school.</p> <p>Staggered Lunch Break</p>		MS	1 <sup>st</sup> Sept	

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		<p>Reinforce hand washing prior to eating food. Hand sanitiser available at the entrance of any room where people eat &amp; should be used by all persons when entering &amp; leaving the area.</p> <p>All persons should be kept 1m+ apart whilst eating</p> <p>Hampstead School catering team continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation &amp; their Hazard Analysis &amp; Critical Control Point (HACCP) processes.</p> <p>Students to enter canteens in socially distanced queue managed by SLT / CY. Introduce controlled queuing inside to aid social distancing (markers on the ground) Meals to be eaten as far apart as possible &amp; tables cleaned between each Bubble..</p> <p>Increase in pre-prepared &amp; wrapped food to minimise use of crockery, utensils etc.</p> <p>Biometric scanners to be antiseptically wiped between each use &amp; sanitisers to be available at biometric points.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish &amp; waste should be put straight in the bin by the user</p> <p>All areas used for eating must be thoroughly cleaned at the end of each bubble service including chairs, door handles,</p>		<p>SLT CY</p> <p>MJ</p> <p>MJ</p>	1 Sept	
<b>Travel off site</b>	As Above	<p>Travel is only required for essential purposes. No offsite visits run &amp; no overnight.</p> <p>All to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing &amp; hygiene practices, individuals must wear a face covering on public transport. Unsafe handling of face masks can increase the risk of transmission. .On arrival, masks to be removed into a sealed bag or disposed of in a sealed bin in line with government guidance.</p>		CDA	1 Sept.	
<b>Contractors</b>	As Above Plus contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site &amp; will read &amp; comply with signs in reception regarding social distancing &amp; good hygiene.</p> <p>Staff &amp; contractors are to maintain a safe distance between themselves &amp; others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering &amp; leaving the site.</p>		RP	1 Sept	

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		Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.				
Lack of awareness of PHE / school controls	As Above	Posters will be displayed in the reception, welfare areas & in suitable places around site.  Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment & from government guidance.  Ensure good, clear communications with parents/carers & wider school community	Source Display  Letter Website	RP KLE MJ MS Staff	1 Sept	
Travel	As Above	Start & End times per Bubble as above  Staff will be encouraged to Walk / Cycle / e-bike/ Scoot / Blade where possible; discussion if circumstances dictate  Letter to parents to consider methods of travel to/from school in line with TfL safe travel plan  Access to recreation space between West & East Buildings as overspill car park	Staff to risk assess journey to work & consider alternatives/additional safety measures	RP  MS	1 Sept	

What are the hazards?	Risk	Risk Mitigation Controls	Further action required	Owner	Deadline	Done
Provision of first aid	As Above	<p>There will be a First Aider on site every day. It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands &amp; ensure the affected area is cleaned upon completion. PPE should be worn if a distance of 2 metres cannot be maintained from any student displaying coronavirus symptoms. Only staff <u>without</u> underlying health conditions to deal with first aid/ hygiene issues/ medical issues</p> <p>First Aid to be carried out in room adjacent to reception &amp; window should be open</p> <p><b>See also 'provision of personal care' &amp; 'Suspected case whilst working on site'.</b></p>	Source appropriate PPE	MJ SG	1 Sept	
Provision of personal care	As Above	<p><i>National Framework requirement: Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people &amp; for cases where a child becomes unwell with symptoms of coronavirus while in their setting &amp; needs direct personal care until they can return home.</i></p> <p>PPE is only needed in a very small number of cases: Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way Only staff <u>without</u> underlying health conditions to deal with first aid/ hygiene issues/ medical issues Guidance: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-&amp;-childrens-social-care/safe-working-in-education-childcare-&amp;-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-&amp;-childrens-social-care/safe-working-in-education-childcare-&amp;-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>PPE is required if a child or staff falls ill &amp; requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>• Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>• Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>• Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> <li>• PPE to be disposed of immediately after use &amp; the bin bag sealed. Premises team to remove bin bag to outside bin.</li> </ul>	Review PPE protocols for routine provision of intimate care & ensure adequate supply Establish procurement route, stock monitoring & ordering system. Ensure staff know the whereabouts of PPE, & are trained to use it safely.	MJ SG LOR	1 Sept	
Emergency procedures (Fire alarm activations etc)	As Above	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable between East Building &amp; Astro turf/ MUGA. Staff to escort students in socially distanced queue via nearest safe exit and assemble on running track lines.</p>		MS MJ RP	1 Sept	
Deliveries & Waste collection.	As Above	<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p>	Protocols established	MJ	1 Sept	

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What are the hazards?	Risk	Risk Mitigation Controls	Further action required	Owner	Deadline	Done
		Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).				
Premises safety	As Above	<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Site security remains tight &amp; is not significantly impacted by changes to the school routine or changes in use of facilities</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes in east Building.</p>	Consideration of flow & nudge points	RP	1 Sept	
<p><b>SUSPECTED CASE ON-SITE</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking &amp; breathing.</p> <p>The virus can be transferred to the hands &amp; 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 &amp; temperature)</p>	As Above	<p>National Framework requirement:</p> <p><i>Plan the school level response should someone fall ill on site (in line with relevant government guidance). Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) &amp;/ or new, continuous cough; loss of taste/smell</i></p> <p>Actions:</p> <p>Any person arriving at school exhibiting COVID-19 symptoms will be required to return home and obtain a COVID-19 test immediately linked into the Camden Test Track Trace (TTT) service.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, they can return to school.</p> <p>If a staff member or student has a positive COVID-19 test, the school will contact the local health protection team (HPT) who will conduct a rapid risk assessment and will provide the school with definitive advice on who must go home and any self-isolations required in line with Government guidance.</p> <p>Establish protocol &amp; inform all staff on swift &amp; safe response to suspected cases on site.</p> <p>Communicate protocol clearly to parents/carers &amp; rapidly inform parent/carer &amp; staff in contact</p> <p>Designate ASF annexe as waiting room for symptomatic student; door closed, window open.</p> <p>Communicate information for parents on isolation, testing &amp; notification procedure</p> <p>Log symptomatic individuals, tests taken, test results via Camden Test Track Trace protocol (appendix 3)</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-&amp;-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-&amp;-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-&amp;-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-&amp;-childcare-settings#additional-questions</a></p> <ul style="list-style-type: none"> <li>• Student/ staff member with symptoms should go home as soon as possible.</li> <li>• PPE (as above) is required if a child or staff falls ill with coronavirus symptoms &amp; requires direct personal care on site:</li> </ul>	<p>Include in letter to parents</p> <p>Assembly for students</p> <p>Briefings for staff – regular reminders</p> <p>Acquire PPE &amp; make available as necessary</p> <p>Establish protocols &amp; protective measures &amp; provide advice to staff, students, parents in line with government guidance</p> <p>Communicate – via letter, briefings, website, posters/leaflets, contact</p> <p>Consult on Risk Assessment &amp; share with all staff</p>	MJ SG	1 Sept	

What are the hazards?	Risk	Risk Mitigation Controls	Further action required	Owner	Deadline	Done
		<ul style="list-style-type: none"> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, &amp; information about seeking help</li> <li>• Testing is available via Hampstead School for symptomatic staff</li> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> &amp; children (aged 5 or over, via <a href="https://www.nhs.uk/111">111 online service</a>; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly</li> <li>• Safe disposal of PPE &amp; areas occupied &amp; equipment used by the affected person cleaned &amp; disinfected, as per 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></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member &amp; cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the affected student subsequently tests positive.</li> <li>• Headteacher follow up if test result is not received.</li> <li>• If one student or teacher tests positive for coronavirus, the school will contact the local health protection team.</li> <li>• Those who have been in close contact with the infected individual should be sent home &amp; advised to self-isolate for 14 days (the other household members of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms). Close contact means (i) face to face contact within one metre for any length of time (ii) extended contact between one and two metres for fifteen minutes or more (iii) travelling in a small vehicle</li> <li>• Log completed</li> <li>• If the school has two or more confirmed cases within 14 days – or an overall rise in sickness absence where COVID-19s suspected, it may constitute an outbreak. In this case we would work with the local health protection team who would advise on additional action.</li> </ul> <p>Always call 999 in an emergency.</p> <p>Isolation rules <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>:</p> <ul style="list-style-type: none"> <li>• Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).</li> <li>• Household members should self-isolate for 14 days.</li> <li>• If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms.</li> <li>• There is no need for households to start their isolation again if a second member falls ill.</li> <li>• On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Testing is available for all staff, pupils who are eligible to return to school, &amp; their households.</p>	<p>Support individuals in following protocols</p> <p>Set up access to testing (staff) via Camden</p> <p>Maintain accurate records including classroom seating plans, follow up tests &amp; review procedures to maintain effective control</p>			

- Appendix 2 Camden employee Individual Risk Assessment (IRA attached)
- Appendix 3 Camden Test Track & Trace (attached)
- Appendix 4 Hampstead School Guidance Procedures for Administration Office (attached)
- Appendix 5 Transport for London advice. (attached)

#### **Relevant links**

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Actions to prepare for Full Opening from 1 September

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Implementing protective measures in education <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Guidance on infection prevention & control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-&-control>

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-&-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>