



Coronavirus/Covid-19 Risk Assessment Template for Hampstead School – September 2021

School name:	Hampstead 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 (<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 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's premises (<i>additional risk assessments required for educational visits will be used to risk assess and record visits</i>).		
Name of person completing this risk assessment:	Matthew Sadler, Head	Date of completion:	31.08.2021
Risk assessment approved by:	Brian Netto, CoG	Date of approval:	07.09.2021
Date risk assessment to be reviewed by:	22.10.2021	Risk assessment no:	1

Record of risk assessment reviews

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



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Note: This risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. As an organisation we 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). We risk assess other activities in the usual way and ensure all building, facilities and equipment is in good condition. All maintenance and inspection is 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 risk assessment is based, is available [here](#).

The government's contingency framework is available [here](#).

In summary, schools are required to:

1. Maintain a risk assessment and develop an outbreak plan
2. Create regular opportunities to wash and/or sanitise hands
3. Promote good respiratory hygiene
4. Organise enhanced cleaning in key areas
5. Encourage regular ventilation of occupied spaces
6. Carry out on-site asymptomatic testing of students and encourage at-home testing for staff and students
7. Establish strict protocols to deal with those who display COVID-19 symptoms



Hazard	Who is at risk	Control measures taken	Further actions	Who and when
<p>Person with coronavirus infection attends setting</p>	<p>All – by close contact, being in poorly ventilated spaces or touching contaminated objects</p>	<p>Staff and parents have been 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 have been kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Clear instructions have been included in pre-attendance literature explaining 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"> ➤ They have symptoms of COVID-19. ➤ They have tested positive by either LFD or PCR. Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They will also need to <u>get a free PCR test to check if they have COVID-19</u>. Whilst awaiting the PCR result, the individual should continue to self-isolate. ➤ 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) ➤ They are in quarantine after travelling abroad. <p>Signage in the reception area will be updated to reflect the most recent guidance.</p> <p>All stakeholders have been reminded that 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 will be strongly advised to take up the offer of a PCR test.</i></p>	<p>Update signage in reception area</p>	<p>MJ/RP – Sept 21</p>



Poorly ventilated spaces leading to risks of coronavirus spreading	All	<p>Poorly ventilated spaces are being identified as part of our risk assessment process and we are taking steps to improve fresh air-flow in these areas. We are giving particular consideration when holding events where visitors such as parents are on site.</p> <p>Staff have been instructed to ensure all indoor spaces are well ventilated. Where practical, windows will be left open or suitable air conditioning used in line with the HSE's guidance. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</p> <p>Where possible, windows will be opened as wide as possible for at least 15 minutes before a session and between sessions.</p> <p>Particular consideration will be given to indoor sports and music sessions.</p>	Ventilation audit CO2 monitor trials	HOFs Sept 21 RP Sept 21
Contracting or spreading coronavirus by not washing hands adequately and not observing good respiratory hygiene	All	<p>Infection control procedures will be adhered in accordance with the DfE and PHE's guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to sanitise their hands, e.g. before entering the dining room and classrooms.</p> <p>Students and staff will be instructed to wash their hands with hand sanitiser or hot soap and water:</p> <ul style="list-style-type: none">• On arrival in school• After use of the toilet.• Before eating• After playing outside• After sneezing <p>Tissues and covered bins will be available for all. The "Catch it, Bin it, Kill it approach" will be encouraged in response to coughing and sneezing.</p>	Update signage	MJ/RP Sept 21



Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	All	<p>Enhanced cleaning will take place in line with the government guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>This will include planned regular cleaning of all areas, including resources and equipment, and additional cleaning of regularly touched surfaces, such as door knobs and hand rails.</p>		
Contracting coronavirus from persons nearby or by direct (touching) contact	Staff and pupils	<p>Glass screening in the reception area and dining room will reduce the risk posed to staff who come into contact with large numbers of individuals each day. Visitors will be encouraged to wear a face covering.</p> <p>In areas usually only used by adults e.g. staff rooms, offices and meeting rooms, furniture will be arranged to prevent close face-to-face contact with each other.</p> <p>Staff will be reminded to minimise their close face-to-face contact with others (pupils and adults) as far as practicable.</p> <p>When 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 will be asked to wash or sanitise hands on arrival and will be encouraged to wear a face covering.</p>	Update signage	RP/MJ Sept 21
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 will 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 For pregnant staff – https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 	Personal risk assessments	JJK/RH Sept 21



<p>Contracting coronavirus from a person who develops symptoms while at the setting</p>	<p>All – by close contact, being in poorly ventilated spaces or touching contaminated objects</p>	<p>The school has put in place clear procedures for dealing with people with symptoms.</p> <ol style="list-style-type: none">1. We have identified a well-ventilated location where the individual can be isolated until they can go home.2. The symptomatic person will be taken to the isolation location.3. Supervising staff have been 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 will put on a disposable Type IIR fluid resistant surgical face mask, disposable gloves and disposable apron. After use the PPE will be removed and safely disposed of.4. For pupils – parents/carers will 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).5. For staff – go home or arrange to be collected (they should not use public transport – if they cannot walk, drive or be collected, they should get a black cab where the passenger is separated from the driver by a screen and wear a face covering at all times).6. We will then clean the areas where the symptomatic person has been in line with the government’s guidance – 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 will be asked to arrange a PCR test as quickly as possible and to inform the setting of the result.</p>		
<p>Confirmed cases and Outbreaks in a setting</p>	<p>All</p>	<p>We will inform Camden and Islington Public Health on ciphadmin@islington.gov.uk of all positive cases using the updated reporting form. We will explicitly state if we have met the thresholds detailed below:</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		



		<p>➤ 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> <p>We will 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 students in communal indoor spaces and/or classrooms at the request of the local Director of Public Health or the government.</p> <p>We will call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our workers have tested positive. If cases amongst staff mean a setting meets the threshold, described below, we will 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>In order to minimise all above risks, we will encourage all eligible persons:</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.		



DFE Guideline	Actions required	Who	When	Complete
Maintain a risk assessment and develop an outbreak plan	Update risk assessment in line with Schools COVID-19 operational guidance	MS	Aug 21	
	Consult with staff, parents/carers and governors	MS	Aug 21	
	Publish RA on school website	MJ	Sept 21	
	Review half-termly and/or in response to updated guidance	SLT	Ongoing	
	Work with Camden Learning and CIPH on development of outbreak plan	MS	Aug 21	
	Publish Outbreak Plan on school website	MJ	Sept 21	
	Review half-termly and/or in response to updated guidance	SLT	Ongoing	
Create regular opportunities to wash and/or sanitise hands	Replenish hand sanitiser stock in school	RP	Aug 21	
	Distribute hand sanitiser to all classrooms and work spaces	RP	Aug 21	
	Monitor and replenish hand sanitiser when necessary	RP	Aug 21	
	Refresh signage around school	RP	Aug 21	
	Include guidance in student induction materials and revisit in tutor time and assemblies	ADH/KB	Sept 21	
	Supervise sanitising of hands at entrance to school	ELT	Ongoing	
	Supervise sanitising of hands at entrance to Dining Room	Break team	Ongoing	
	Supervise sanitising of hands at entrance to classrooms	Teaching staff	Ongoing	
Promote good respiratory hygiene in school	Covered bins in every classroom and office space	RP	Aug 21	
	Paper tissues in every classroom and office space	RP	Aug 21	
	Refresh signage around school	RP	Aug 21	
	Include guidance in student induction materials and revisit in tutor time and assemblies	ADH/KB	Sept 21	
	Reminders in everyday settings	All staff	Ongoing	
Organise enhanced cleaning in key areas	Organisation of staffing to deliver enhanced cleaning	RP	Aug 21	
	All work spaces to be cleaned daily	RP	Ongoing	
	High-touch points and high-use communal facilities to be cleaned at least twice daily	RP	Ongoing	
	All classroom spaces and office spaces to be supplied with antiseptic wipes	RP	Aug 21	



DFE Guideline	Actions required	Who	When	Complete
Encourage regular ventilation of occupied spaces	Share HSE ventilation guidance with all staff	MS	Aug 21	
	Audit of ventilation needs in work areas	HOFs	Sept 21	
	Windows and doors propped open when a room is occupied	All staff	Ongoing	
	Airing of rooms when not in use	All staff	Ongoing	
	Opening windows on site team SOPs	RP	Sept 21	
	Trial of CO2 monitors to gauge air quality	RP	Sept 21	
	Monitor HEPA Air Filtration trials	RP	Sept 21	
Carry out on-site LFD testing	Organise 'gateway' testing programme at start of Autumn term	MJ	Aug 21	
	Arrange necessary communication with parents/carers, including Year 7 consents	MS/MJ	Aug 21	
Encourage at-home LFD testing	Order more at-home testing kits for distribution	MJ	Aug 21	
	Distribute home-testing kits	MJ	Sept 21	
	Arrange text message / email reminders to drive up participation	MJ	Sept 21	
Establish strict protocols to deal with those who display COVID-19 symptoms	Communicate protocols to all staff through reopening guide and staff induction	MS	Sept 21	
	Communicate protocols to all parents/carers through reopening guide	MS	Sept 21	
	Regular reminders of protocols in all parent communications	MS	Ongoing	
	Communicate protocols to all students through induction programme	ADH/KB	Sept 21	
	Separate, well-ventilated area to be used for students displaying symptoms	MJ/SG	Sept 21	
	Appropriate PPE to be worn if First Aid is necessary	MJ/SG	Ongoing	