



Coronavirus/Covid-19 Risk Assessment for Thomas Coram Centre from September 2021



| | | | |
|---|--|---------------------|------------|
| Persons covered by this assessment: | <ul style="list-style-type: none"> ▪ Pupils ▪ Staff ▪ Parents, carers and visitors ▪ Contractors | | |
| 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/setting's standard risk assessments for other hazards relating to activities e.g. classroom risk assessments, playground risk assessments.</i> | | |
| Location(s) covered by this risk assessment: | Activities on the school premises (<i>additional risk assessments required for educational visits – usual arrangements</i>). | | |
| Name of person completing this risk assessment: | Perina Holness (Head Teacher) | Date of completion: | 13.09.2021 |
| Risk assessment approved by: | Co-Chairs of Governors | Date of approval: | 13.09.2021 |

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.

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>

Contingency framework: education and childcare settings - https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_medium=email&utm_campaign=govuk-notifications&utm_source=09bc689c-73ca-4445-94fe-4f79828ed4e2&utm_content=daily

| Ref | What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? WHO? WHEN? 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>Clear instructions, both in pre-attendance literature and as signage at entrance, that nobody (pupil, staff, parent, carer, visitor etc) should attend the setting (they must isolate at home) if,</p> <ul style="list-style-type: none"> 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 <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. 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> | |
| 2 | Poorly ventilated spaces leading to risks of coronavirus spreading | All | <p>Identify any poorly ventilated spaces 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.</p> <p>Ensure all indoor spaces are well ventilated. Windows should 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>Open windows as wide as possible for at least 15 minutes before a session and between sessions, including Staff Rooms, Studio, Parents' Room, Orange Room, Sensory Room, Head's Office, Deputy's Office, any occasional meeting rooms.</p> <p>Windows must be closed at the end of each day by the staff members who have last used that room.</p> | |

| Ref | What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? WHO? WHEN? Date completed |
|------------|---|-------------------------------------|--|--|
| | | | NOTE: If participating in group music/ studio activities indoors, it is particularly important that ventilation is good as this is space used by mixed groups and activities such as singing can spread germs more easily. | |
| 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) Periodically during play sessions throughout the day v) After sneezing <p>Tissues to be available for all to be encouraged use the "Catch it, Bin it, Kill it approach" for coughing and sneezing.</p> | |
| 4 | Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | All | <p>Enhanced cleaning in line with the guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning and disinfection</p> <p>Regular cleaning plays a vital role in limiting the transmission of COVID-19.</p> <p>Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</p> <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</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. This is done routinely by room staff and housekeeper.</p> | |

| Ref | What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? WHO? WHEN? Date completed |
|------------|--|--|---|--|
| 5 | Contracting coronavirus from persons nearby or by direct (touching) contact | Staff and pupils | <p>In reception areas, where staff may come into contact with large numbers of adults from outside their household, the school may wish to enable one-way systems to or have clear screens at the reception desk. All visitors, including parents, are asked to wear face coverings unless exempt.</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>Staff and parents wear face coverings at hand over times.</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> | |
| 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 • 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>The school will follow this 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. This will be either in the Studio or head teachers’ office. 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). | |

| Ref | What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? WHO? WHEN? Date completed |
|-----|--|------------------------------|--|---|
| | | | <p>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).</p> <p>6. 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> <p>Symptomatic persons should be asked to arrange a PCR test as quickly as possible and to inform the setting of the result.</p> <p>As any positive case will be in an early years setting where identifying close contacts may be difficult, a ‘warn and inform’ letter will be sent to parents of pupils in the same wing 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 using the updated reporting form. Also, please explicitly state if you have met the thresholds detailed below:</p> <p>For more than one case follow instructions in the government guidance section “Stepping measures up and down” (call DfE on 0800 046 8687 option 1).</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described below, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 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>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 may be contacted by NHS to provide information.</i></p> | |

| Ref | What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? WHO? WHEN? Date completed |
|------------|------------------------------|-------------------------------------|--|--|
| | | | <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. | |