



CAMDEN SCHOOL FOR GIRLS



### Risk assessment for full school reopening on 1 September 2021 during COVID 19 outbreak.

This risk assessment has been shared with staff, parents and students and sets out the measures the school has in place in accordance with HM Government Covid Secure operational guidance. This document supersedes all previous versions and will be revised in line with updated government guidance.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

<b>Establishment:</b> Camden School for Girls	<b>Assessment by:</b> Senior Leadership Team	<b>Date Issued:</b> 01/09/2020 <b>Updated:</b> 01/09/21
<b>Risk assessment number/ref:</b>  <b>RA-001</b>	<b>Headteacher Approval:</b> Kateryna Law  <b>Chair of Governors Approval:</b> Janet Pope	<b>Date Issued:</b> 01/09/2020 <b>Updated:</b> 01/09/21
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?</b>	Yes

What are the hazards?	Who might be harmed and how?	Checklist	What further action is necessary?
<b>Risk to clinically vulnerable groups from COVID</b>	Staff, students, contractors, visitors	<ul style="list-style-type: none"> <li>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> <li>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</li> <li>CEV individuals are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.</li> <li>Key contractors made aware of the school's control measures and ways of working.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance to be followed for individuals as identified</li> <li>Follow guidance</li> <li>Follow current guidance for CEV and pregnant staff Individuals to take additional precautions identified through Risk Assessment Advise as appropriate. Enhanced risk assessment for pregnant staff.</li> <li>Site manager to advise contractors of school protocols</li> </ul>
<b>Possible transmission of the virus through person-to-person contact.</b>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</li> </ul>	<p>Schools should refer to this guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#otherconsiderations">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#otherconsiderations</a></p> <p>PREVENTION AND ASYMPTOMATIC TESTING</p> <ul style="list-style-type: none"> <li>1. Students will receive</li> <li>2 on-site lateral flow device tests, 3 to 5 days apart, on their return in September 2. Students and staff should continue to undertake twice weekly home tests until the end of September, when this will be reviewed</li> <li>3. The school will retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home</li> <li>4. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not remain on site</li> <li>5. Clean hands thoroughly more often than usual</li> <li>6. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>7. Enhanced cleaning regime, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>8. Where necessary, wear appropriate personal protective equipment (PPE)</li> <li>9. Contain any outbreak by following local health protection team advice.</li> <li>10. Face coverings are no longer advised for students, staff and visitors in classrooms or in communal areas. The school's outbreak management plan will however cover this possibility if advised by public health. The wearing of face coverings is respected and face coverings are strongly recommended when travelling to and from school on public transport.</li> </ul>	<ul style="list-style-type: none"> <li>Students to be tested on-site upon return</li> <li>Test kits to be made available to all staff and students for twice-weekly testing</li> <li>Students to be tested on site as required</li> <li>Appropriate signage and messages in all areas of the school</li> <li>Reiterate to all staff, students, parents</li> <li>Ensure enhanced cleaning undertaken.</li> <li>Agree cleaning rota. Review in Dec.</li> <li>Maintain stocks of PPE and make available as required</li> <li>Confirm new guidance and communicate clearly to parents, students and staff – letters and website.</li> </ul>

<p><b>Prevention:</b> Personal Hygiene</p>		<ul style="list-style-type: none"> <li>• Ensure soap is regularly topped up at all handwashing areas</li> <li>• Ensure proper handwashing techniques are prominently displayed</li> <li>• Cleaning staff regularly clean the hand washing facilities.</li> </ul> <p><b>Ensure catch it, bin it, kill it message is displayed in prominent locations.</b></p>	<ul style="list-style-type: none"> <li>• Included in cleaning checklist – to be undertaken by cleaning staff throughout the day in all areas</li> <li>• Display in prominent areas of the school</li> </ul>
<p><b>Prevention:</b> Enhanced cleaning</p>		<ul style="list-style-type: none"> <li>• A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. Thorough cleaning of rooms at the end of the day. For a deep clean / disinfection (e.g. following a suspected case) cleaners will use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</li> </ul>	<ul style="list-style-type: none"> <li>• In place</li> </ul>
<p><b>Managing cases of confirmed coronavirus in a setting</b></p>	<p>Staff, pupils, contractors, visitors</p>	<p><b>Positive rapid lateral flow test results</b></p> <p>Anyone with a positive test result will need to:</p> <ul style="list-style-type: none"> <li>• self-isolate in line with the <a href="#">stay at home guidance</a> (if they test positive at school) and arrangements made for them to be collected</li> <li>• <a href="#">book a further test</a> (a lab-based polymerase chain reaction (PCR) test) to confirm the result, whether the test was done at home, school or college</li> <li>• whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self test LFD test and your child can return to nursery, childminders, school or college as long as they don't have COVID-19 symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow advice</li> </ul>
<p><b>Testing and contact tracing</b></p>	<p>Staff, pupils, contractors, visitors</p>	<p><b>Settings no longer need to undertake contact tracing directly.</b></p> <p>NHS Test and Trace will work with the positive cases to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p> <p>This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Education settings may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><b>From Monday 16 August unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.</b></p> <p>Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children and young people until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>	<ul style="list-style-type: none"> <li>• Support NHS Contact Tracing in relation to any positive cases Regular communication and reminders – via letter, briefings, website, posters/leaflets, direct contact</li> <li>• Follow Guidance</li> </ul>

		Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.	
<b>Communication with parents and carers</b>	Staff, pupils, contractors, visitors	Parents/carers to be advised to follow guidance COVID-19: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">guidance for households with possible coronavirus infection guidance</a> and <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>	<ul style="list-style-type: none"> <li>• Regular reminders</li> <li>• Follow up individual issues</li> </ul>
<b>Reception areas</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Sanitisation / hand washing protocols to be observed when handling deliveries</li> <li>• Ensure all visitors / building users are aware of expectations</li> <li>• Signage in reception regarding good hygiene</li> <li>• A record is kept of all visitors given access to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Measures in place, communicated effectively and records maintained</li> </ul>
<b>Staff Areas</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Handwashing protocols to be promoted and observed</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to adhere to measures and self-regulate in work areas</li> <li>• Signage and messages to be displayed in prominent areas</li> </ul>
<b>Corridors and classrooms</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• The school will utilise the carbon dioxide monitors provided by the DfE to identify where existing ventilation measures are working, and helping balance the need for good ventilation with keeping classrooms warm</li> <li>• Ventilation will be increased where possible by opening windows, internal doors and external doors (not fire doors) and via mechanical ventilation systems</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure mechanical ventilation systems are working effectively</li> <li>• Keep windows and doors open where possible and safe to do so, before and between sessions, while maintaining a comfortable environment.</li> <li>• Consider group sizes and fresh air flow in relation to events and activities</li> </ul>
<b>Meals provision</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Students to be encouraged to wash hands / sanitise prior to food consumption</li> <li>• Dining areas to be cleaned down after each sitting</li> <li>• School meal provider (Olive Dining) to ensure safe systems and protocols are in place to reduce risk to kitchen staff and students</li> </ul>	<ul style="list-style-type: none"> <li>• Students to self-regulate when using the food areas</li> <li>• Kitchen protocols updated and adhere to HMG updated guidance</li> </ul>
<b>Toilets</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Hand washing encouraged before and after use of toilet facilities</li> <li>• Hand washing poster displayed in all toilet areas</li> <li>• Enhanced cleaning regime throughout the day</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance to be followed</li> <li>• Posters displayed in relevant areas throughout site</li> </ul>
<b>Fire drills / Emergency situations</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to safely evacuate all personnel on the school premises</li> <li>• Evacuation procedures updated in line with current guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Marshall training as required</li> <li>• Confirm procedures and undertake fire drill</li> <li>• Staff to tap in/out if arriving or leaving during the school day.</li> </ul>

<b>First aid</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Adequate numbers of trained staff to administer First Aid</li> <li>• Check First aid boxes content and facilities available</li> <li>• Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting</li> <li>• PPE / Handwashing protocols to be followed</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange training</li> <li>• PPE stocks to be maintained and replenished</li> <li>• Timely reminders</li> </ul>
<b>Transport arrangements</b>	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> <li>• Protocol in place in line with updated guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm with transport provider protocols in place and monitor compliance</li> </ul>
<b>Protocol for managing cases where staff/pupil feels unwell whilst on site</b>	Staff, pupils, contractors, visitors	<p>Protocol developed in line with <a href="#">Government Guidance</a> to include:</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Onsite testing to be offered/undertaken.</li> <li>• If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available)</li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	<ul style="list-style-type: none"> <li>• Regular reminders to all stakeholders – letter home, website, briefings and assemblies</li> <li>• C15 to remain as Isolation First Aid Room. PPE provided in room and replenished as required.</li> </ul>
<b>Educational visits</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• International and domestic residential educational visits can resume</li> <li>• All overseas visits will comply with international travel legislation and should have contingency plans in place to account for changes to restrictions and relevant COVID-19 guidance and regulations in place at that time.</li> <li>• Trip leaders ensure there is appropriate travel insurance and adequate financial protection in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Visits to be arranged and conducted in accordance with guidance. The school will evaluate risks carefully before any trip is to take place. No planned residential visits this term.</li> <li>• Appropriate financial protection and insurance to be arranged</li> <li>• Full and thorough risk assessment to be undertaken to ensure compliance with public health guidance</li> </ul>
<b>COSHH</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products</li> <li>• Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning Contractors to provide evidence of COSHH</li> <li>• and adherence to updated HMG guidance on cleaning in non-healthcare setting</li> </ul>

		<ul style="list-style-type: none"> <li>• Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times</li> <li>• Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place in accordance with current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff have been trained on safe systems and are reminded regularly</li> </ul>
<b>Continuity of Education Provision/ Outbreak Management Plan</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Apply the principles and measures identified in the Contingency Framework document <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></li> <li>• 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: <ul style="list-style-type: none"> <li>- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID19 within a 10-day period</li> </ul> </li> <li>• 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).</li> <li>• The school’s Outbreak management plan outlines operations in the case of outbreak in the school or local area. If local conditions deteriorate, the school is prepared 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</li> <li>• High quality remote education will be provided for all students in the case of outbreaks in the school or changes in restriction following the return on 1 September</li> <li>• The setting will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</li> </ul> <p>In order to minimise all above risks, eligible persons will be informed about how to:</p> <ul style="list-style-type: none"> <li>- To take up vaccines, when offered</li> <li>- To participate in lateral flow testing (LFT) for asymptomatic persons and PCR programmes as advised.</li> </ul>	<ul style="list-style-type: none"> <li>• Notification made and actions taken in accordance with guidance.</li> <li>• Outbreak management plan and contingency framework implemented. Compliance and outcomes evidenced</li> <li>• FSM vouchers/Breakfast food parcels to continue to be made available to all eligible students who are learning at home during term time</li> <li>• Digital devices to enable remote access made available to all eligible families</li> <li>• Engagement and progress proactively monitored</li> <li>• Information for pupils, parents and carers about remote education provision published on website</li> <li>• Posters, bulletins and information on the website</li> </ul>
<b>Contractors and Visitors</b>	Contractors and visitors	<ul style="list-style-type: none"> <li>• Students, parents, carers, contractor, supply staff or any visitors, such as suppliers should not to enter the setting if they are displaying any symptoms of coronavirus.</li> <li>• A record of all visitors to be kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate measures and monitor compliance</li> </ul>
<b>Mental Well-being</b>	Staff, pupils	<ul style="list-style-type: none"> <li>• Wellbeing links and sources of support available identified and staff/students encouraged to access as required</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed and guidance/information provided.</li> <li>• Regular reminders in letters, briefings and bulletins Information available on the website for students and parents</li> </ul>
<p>Relevant links Guidance: Actions for schools during the coronavirus outbreak - what all schools will need to do during the coronavirus (COVID-19) pandemic.</p> <p>Updated 27 August 2021</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_source=ae0d31a3-dbde-4cbf-91b2-2ed48dd33915&amp;utm_content=immediately">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_source=ae0d31a3-dbde-4cbf-91b2-2ed48dd33915&amp;utm_content=immediately</a></p> <p>Guidance: Managing coronavirus (COVID-19) in education and childcare settings - what measures education and childcare settings should be prepared to introduce to manage coronavirus (COVID-19)</p> <p>Updated August 2021</p>			

[https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcaresettings?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=f75efe81-efb1-40ab-bae6-f57a074b6f05&utm\\_content=immediately](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcaresettings?utm_medium=email&utm_campaign=govuk-notifications&utm_source=f75efe81-efb1-40ab-bae6-f57a074b6f05&utm_content=immediately)

Implementing protective measures in education <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

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)

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

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