


RISK ASSESSMENT – COVID 19 2021

	Tottenham Infant School	Headteacher	Sian Mainwaring
Work Activity Being Assessed	Risk Assessment for school in response to COVID-19	Risk assessment version	13
Date of Assessment	6.9.21	Date of Next Review	1.10.21
Who Might Be Harmed	Pupils, staff, visitors and contractors	Who May Be Affected?	Whole School
Shared with	Governors: Y/N Date: 6.9.21	SLT: Y/N Date: 6.9.21	Staff: Y/N Date: 6.9.21

To be used in conjunction with:

School COVID-19 operational guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002322/Schools_guidance_Step_4_update_for_14_July.pdf

Actions for early years and childcare providers during the COVID-19 pandemic

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002332/Actions_for_early_years_and_childcare_providers_during_the_COVID-19_pandemic_-_July_2021.pdf

Testing and Tracing

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/>

Coronavirus (COVID-19): advice for pregnant employees

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

Keeping Children Safe in Education 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014057/KCSIE_2021_September.pdf

PREVENTION

What are the Hazards/Risks?	Who might be harmed?	Control Measures	✓ if in place x if not or n/a	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Contact with individuals who are unwell, have coronavirus symptoms, or have someone in their household who does.	Whole School community	Staff and pupils who have tested positive with coronavirus symptoms will be asked by NHS to self-isolate.	✓	Letter for parents Staff informed about arrangement through staff meeting and e-mail	SLT	Sept 2021
		If someone in the household tests positives pupils must have a PCR test and can return to school if the test is negative.	✓			
		If anyone in the school becomes unwell with a new, continuous cough, high temperature, loss of or change in their normal sense of taste or smell they will be sent home. They will be asked to isolate and arrange to have a test. If positive they will be advised what to do next by NHS Test and Trace.	✓			
		Members of staff who have been double vaccinated and children under 18 no longer need to self-isolate if they have come in to contact with a positive case. See appendix 1 flowchart.	✓			
		Pupils awaiting collection will be in the first-aid room where they can isolate behind a closed door, windows will be opened. Staff must keep a distance of 2 metres when caring for a child awaiting collection. Welfare room will be closed unless staff need to access medication. Each class will	✓	Poster in first aid room reminding staff of expectations	SLT	Sept 2021

RISK ASSESSMENT – COVID 19 2021

		have access to their class first-aid kit to deal with first-aid in class.				
		Pupils needing to use the bathroom whilst waiting to be collected will use the toilet in the welfare room. The toilet will be cleaned after use.	✓		SLT	Sept 2021
		If a distance of 2 metres cannot be kept PPE must be worn by staff caring for a pupil awaiting collection.	✓	Ensure PPE is readily available	SLT	Sept 2021
		The school will practice usual emergency procedures if someone is seriously ill or their life is at risk- call 999.	✓	Ensure new members of staff are aware of emergency procedures	All Staff	Sept 2021
		Staff do not need to go home if they have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves.	✓		SLT	Sept 2021
		Anyone who has contact with someone who is unwell will wash their hands thoroughly for 20 seconds with soap and running warm water or use hand sanitiser.	✓	Daily check of soap and hand sanitiser	SLT Site Manger	On-going
		Each class will have their own set of PPE- kept in a plastic zipped bag and hooked in the storeroom.	✓	To be check regularly	SLT Welfare Assistant	Sept 2021
		Where possible there will be 3 paediatric First Aiders on site everyday.	✓		SLT	On-going
Transmission of virus-clean hands more thoroughly and	Whole School community	All soap and hand sanitiser dispensers will be checked throughout the day to ensure soap and sanitiser are available to clean hands regularly.	✓		Site Manger	On-going

RISK ASSESSMENT – COVID 19 2021

more often than usual.		Hand sanitiser will be available at every entrance all corridors and the staffroom.	✓		SLT Site Manger	
		Where appropriate pupils with complex needs/allergies can use skin friendly hand wipes to avoid risk of ingesting soap/sanitiser.	✓	Wipes in classroom PPE box	SENDCO Welfare Assistant	On-going
		Pupils will be asked to clean their hands regularly throughout the day. This will include on arrival, returning from breaks, changing rooms and before and after eating.	✓	Posters in class and corridors	All Staff	On-going
		Signage in class for washing hands will be clear and child friendly.	✓	Signage in class	SLT/Class Teachers	Completed
		Disposable paper towels will be used where hand dryers are not in use.	✓	Paper towels to be replenished every day	Site Manager	On-going
		Staff and pupils will be encouraged not to touch their mouth, eyes and nose.	✓	Staff meeting- PSHE on first day back for pupils	SLT All Staff	Sept 2021
		Each classroom will have sufficient boxes of tissues and will be placed in areas where pupils and staff can reach easily.	✓	Ensure sufficient stock of tissues.	SLT Office Manager Welfare Assistant	On-going
		Windows will be opened for adequate ventilation. Fans will not be used. When very cold these can be partially opened to maintain balance between keeping warm and ensuring good ventilation.	✓	Site Manager to open windows in the morning	All Staff	On-going
		Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.	✓		SLT All Staff	On-going
		Where appropriate fans in the school will be turned off to prevent circulation of air.	✓		SLT Site Manager	September 2021
Risk of	Whole	The school will continue with a robust	✓		SLT	On-going

RISK ASSESSMENT – COVID 19 2021

Transmission- Introduce enhanced cleaning, including frequently touched surfaces/sharin g of resources.	school community	cleaning routine.			Site Manager	
		Staff will not share phones, if this cannot be avoided the phone will be cleaned before use.	✓		Site Manager/ Cleaner	On-going
		If a child is sick or there is a spillage in the classroom pupils need to be removed to outdoor space/Library and the site manager will then clean the area.	✓	Share procedures with staff	Site Manager/ Cleaner	Sept2021
		Each class will have a set box with cleaning equipment which will be kept in the class storeroom on a high shelf.	✓	To be checked regularly	Welfare Assistant	On-going
Risk of transmission through contact- Minimise contact between individuals and maintain social distancing wherever possible.	Staff and Pupil School Community	The school will recommend visitors and parents wear a facemask when on school grounds.	✓	Share arrangement with staff and parents- letter/text/e-mail. Head teacher Update	SLT Staff	Sept2021
Risk of transmission - Where necessary, wear appropriate personal protective equipment (PPE)	Staff	PPE will be worn by staff when a child or member of staff becomes ill with coronavirus symptoms while at school and a distance of 2 metres cannot be maintained.	✓	Staff meeting. Ensure PPE is checked daily and replenished if needed.	All Staff	On-going
		PPE will be worn when dealing with a child who has routine intimate care.	✓			
		PPE will be available in each classroom in a plastic zipped bag and in the first aid room.	✓			

RISK ASSESSMENT – COVID 19 2021

RESPONSE						
What are the Hazards/Risks?	Who might be harmed?	Control Measures	✓ if in place x if not or n/a	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
Contact with individuals who have symptoms. Engage with the NHS Test and Trace process.	Whole school community	If any members of staff or pupil display symptoms they will need to book a PCR test and self-isolate.	✓	Letter to parents and staff explaining expectations.	HT DHT	Sept 2021
		NHS Test and Trace will contact individuals if they have been in close contact with a confirmed case.	✓			
		Parents and staff must inform the school immediately of the result of their test.	✓	Letter to parents	HT DHT	Sept 2021
		If someone is negative and no longer displaying coronavirus symptoms they can return to school.	✓			
		If someone tests positive they will be contacted by NHS Test and Trace.	✓			
Positive cases of coronavirus in the school- Manage confirmed cases of coronavirus amongst the school	Whole school community	School will contact the London Coronavirus Response Cell, Enfield Public Health Team and the Local Authority if there are any 5 or more confirmed positive cases of coronavirus. See below for contact information.	✓	The school will use a template letter from the health protection team if needed.	HT DHT	July 2020
		The schools will take actions based on advice from the Public Health England.	✓			

RISK ASSESSMENT – COVID 19 2021

community.		The school will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Although for the safety of the school community we will encourage parents to show results.	✓		HT DHT	On-going
		Inform St Michael at Bowes School of any siblings they have of pupils being sent home displaying COVID symptoms.	✓	Ensure all contact information is readily available.	HT DHT Office	
Outbreak In school- Contain any outbreak by following local health protection team advice.	Whole school community	The school will work with the local health protection team if there is an outbreak-. The school will follow advice from the public health team about self-isolation of larger groups as a precautionary measure.	✓		HT DHT	On-going

Contact information for schools in the event of positive cases.

Health Protection Team

North East and North Central London HPT

Public Health England

4th Floor, Wellington House

133-155 Waterloo Road

London

SE1 8UG

Email necl.team@phe.gov.uk

Telephone 020 3837 7084 (option 2)

Out of hours advice 0151 909 1215

Coronavirus Response Cell Telephone: 0300 303 0450 or email: LCRC@phe.gov.uk

Email; phe.nenclhpt@nhs.net

Appendix 1

