

TOWN CLOSE SCHOOL

Risk Assessment

Area: Covid-19 Activate

Reference: RA103

Information resources:

- Coronavirus / COVID-19: guidance for educational settings
- Coronavirus COVID-19 General Information for Schools – G464
- Health Organization (WHO) – COVID-19 Disease Outbreak -
- NHS Advice - www.nhs.uk/conditions/coronavirus-covid-19/
- Public Health England COVID-19: cleaning in non-healthcare settings
- COVID-19: infection prevention and control (IPC)
- Guidance
- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - Updated 14 June 2021

Approved by: [Signature] / Approved By: [Signature]

People Hazards Section

Categories of people who are at greater risk.

Assessment completed:
July-2021

Date of Review:
July-2022

Premises and Utility Hazards Section

Premises hazards are related to the building itself where the design or structure creates a risk.

Tasks & Activities

Hazards Section

Tasks & activities that could cause harm and present a risk.

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Introduction:

On Monday 10th May 2021, the Prime Minister made a further announcement to the nation. In this announcement the Prime Minister confirmed that from Monday 17th May 2021, the UK would move to Step 3 of the 'Roadmap out of lockdown'. At Step 3 of the roadmap, out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.

Following this announcement, on 14 June 2021, the Government updated its guidance '*Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak*' detailing how providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children can operate over the summer holiday; as such Town Close School will run the annual 'Activate' summer camp under the guidelines set out in this document.

The circumstances may now be different but the core obligation to ensure "so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees" remains, as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated. In the school environment we have the same obligation to all our pupils.

This COVID-19 Activate risk assessment provides guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt thought and decision-making processes but with the normal caveat: that it is only up to date at the moment it is published. Risk assessments (and there may be a number for different age groups, buildings etc.) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. This document is to be used in conjunction with the standard Activate Risk Assessment covering all non-COVID related hazards.

Rationale:

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the School has for their whole community: pupils, staff, parents, governors and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the leader and child relationship", and "the employer and employee relationship". With COVID-19 Activate will have to make difficult and timely decisions in order to fulfil this duty to their pupils, parents, staff and visitors.

The test when considering whether a duty has been properly discharged is "what would a reasonable person have done, or not done, in the circumstances of this particular incident?" We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. The Government requires Activate work through the hierarchy of measures set out below, implementing protective measures including:

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- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is important to note that the COVID-19 risk assessment is a working document and alterations will be made regularly as operational issues come to light.

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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
Premises, Utility and Physical Hazards						
A.1. Activate	Spread of virus	All	<p>1.1. On Monday 10th May 2021, the Prime Minister made a further announcement to the nation. In this announcement the Prime Minister confirmed that from Monday 17th May 2021, the UK would move to Step 3 of the 'Roadmap out of lockdown'. At Step 3 of the roadmap, out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.</p> <p>1.2. On 14 June GOV.UK published guidance for community activities, tuition, holiday clubs or after-school clubs. The remainder of this document highlights the key controls put in place to ensure this is done safely, as far as reasonably practicable, and within the GOK.UK guidance.</p> <p>1.3. The guidance states that if the holiday camp takes place in a school environment, then it should also follow the <i>Guidance Schools coronavirus (COVID-19) operational guidance</i>.</p> <p>1.4. Accordingly, this document is a supplement to the main TCH COVID risk assessment and mirrors its control measures. This document is available in full on the TCH website.</p>	<p>GOV.UK</p> <p>Activate staff</p>	<p>14.06.21</p> <p>Ongoing during camps</p>	<p>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Updated 14 June 2021</p>
A.2. Classroom areas	Spread of virus	All	<p>2.1. The Course Director and Assistant Bursar have discussed and confirmed the following rooms for use during Activate: -</p> <ul style="list-style-type: none"> Prep – Junior corridor, ground floor boy's toilets, first floor female toilets, dining hall, sportshall and playground toilets. Pre Prep – Nursery and toilets, dining hall, reception toilets and Oak classroom. <p>2.2. The adherence to classroom social distancing is monitored by the Activate staff and this is reinforced via the Course Director.</p>	<p>Course Director/ Assistant Bursar</p> <p>Course Director</p>	<p>July 2021</p> <p>Ongoing</p>	

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			<p>2.3. The best possible room 'design' for each class space has been achieved, where possible, tables and chairs will remain facing forwards.</p> <p>2.4. Teaching staff have cleared all surfaces and desks to ensure easy, hygiene cleans can take place prior to the end of term. This is monitored to ensure compliance regularly.</p> <p>2.5. Where possible outdoor spaces will be used.</p>	<p>Teaching staff</p> <p>Course Director/ Assistant Bursar</p> <p>Activate staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>During course delivery</p>	
A.3. Waste Management	Incorrect disposal of rubbish including tissues	All	3.1. See full COVID 19 –School Risk Assessment for information on how cleaners will deal with waste.	Assistant Bursar	July 2021	RA102 COVID
A.4. PPE	Spread of virus between tasks	Staff	4.1. See full COVID 19 –School Risk Assessment for information on PPE.	Assistant Bursar	July 2021	As above
A.5. Library and Read Hall	Shared resources causing cross contamination	All	5.1. The library and Read Hall space will not be allocated to a specific group. Both spaces will be used as additional break out areas if required and cleaned accordingly. The cleaned of the library and classrooms will be completed in accordance with the current regime. See B.5. for full details.	Cleaning staff	Ongoing	GOV.UK COVID-19 cleaning in non-healthcare settings
A.6. Swimming pool	Intimate/ close contact between staff and pupils	Activate leaders / Pupils	<p>6.1. Swimming and use of the pool is a key part of the Activate program. TCH is committed to using the pool under the current guidelines provided by Swim England.</p> <p>6.2. The swimming pool will receive touch point cleans between groups, the same as the other specialist, shared areas of the school.</p> <p>6.3. The swimming pool water chlorination level and pH have been adjusted in line with the latest PWTAG guidance (Pool Water Treatment Advisory Group).</p>	<p>Assistant Bursar</p> <p>Assistant Bursar</p> <p>Assistant Bursar</p>	<p>Ongoing</p> <p>Ongoing</p> <p>When required</p>	PWTAG Swim England Return to the pool-Guidance for operators
A.7. Changing rooms and sports hall	Congested area causing lack of social distance	Pupils	7.1. Children attending Activate will wear 'active wear' daily to prevent the need to change unless swimming. The swimming pool	Children	Ongoing	

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			<p>will be used within separate groups and not mixing groups indoors.</p> <p>7.2. Any equipment used will be cleaned between uses. Cleaning equipment will be the responsibility of the group leader.</p> <p>7.3. A chemical kit has been provided in the sports office including work instructions for the safe use of sanitisers.</p>	<p>Activate leaders</p> <p>Activate leaders</p>	<p>Ongoing</p> <p>When used</p>	
A.8. Dining hall	Congested area causing lack of social distance	All	<p>8.1. Children will be seated for dining in their groups.</p> <p>8.2. All groups will be eating at the same time in the relevant dining hall but social distance between groups will be maintained.</p>	Course Director/ Assistant Bursar	Daily	
A.9. Emergencies Inc. fire	Lack of social distance during evacuation	All	<p>9.1. Buildings to be evacuated according to the normal procedure during Activate.</p> <p>9.2. Social distancing will be monitored when lining up.</p>	<p>Course Director</p> <p>Activate Leaders</p>	<p>If required</p> <p>If required</p>	Standard TCH Fire Policy
A.10. Toilets	Congested area causing lack of social distance	All	<p>10.1. The out-of-school settings guidance states it is not necessary for each group to use a separate toilet.</p> <p>10.2. Leaders should make the effort to ensure children do not use the toilets in groups during sessions or congregate in these areas.</p> <p>10.3. See B.1. for hand hygiene measures.</p>	<p>Course Director</p> <p>Activate Leaders</p>	<p>Daily</p> <p>Daily</p>	Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

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			What is to be done	Who is to do it	When is it to be done	Where is the supporting documentation located
Tasks & Activities						
B.1. Hand washing / Hygiene	Ineffective hand washing causing the spread of the virus	All	<p>1.1. All staff must follow the government guidelines and direct pupils to follow those which apply to them:-</p> <ul style="list-style-type: none"> Wash hands thoroughly (for at least 20 seconds) and often with soap and water, especially after coughing and sneezing or before eating or if you have been touching surfaces that many other people will have touched Avoid touching your eyes, nose or mouth, especially with unwashed hands. Cover nose and mouth when coughing or sneezing. Use your elbow or a tissue rather than your hands. Use disposable tissues and throw them away after use. See Catch it, Bin it, Kill it campaign. Clean off surfaces with alcohol - or chlorine-based - disinfectants. People who feel unwell should stay at home and should not come into school. <p>1.2. Staff will regularly discuss hand washing and monitor good hygiene practices.</p> <p>1.3. The importance of good hand hygiene will be recapped with pupils at the beginning of each week's camp.</p> <p>1.4. All junior classrooms have an individual sink for handwashing located in the classroom. Using this facility in groups will reduce the crossover of groups in toilets.</p> <p>1.5. Signage is present around the buildings and in critical areas (toilets – pupil/ staff) to promote awareness of hand washing, improved hygiene and social distancing.</p>	<p>All</p> <p>Activate Leaders</p> <p>Activate Leaders</p> <p>Activate Leaders</p> <p>Assistant Bursar</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Monday's during camps</p> <p>Ongoing</p>	<p>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Updated 14 June 2021</p> <p>COVID-19: guidance for educational settings</p>

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B.2. Food preparation	Hygiene standards	All	2.1. See full COVID 19 –School Risk Assessment for information on food preparation during COVID outbreak.	Assistant Bursar	July 2021	RA102 – COVID
B.3. Cleaning	Poor hygiene measures during virus outbreak Poor safety measures risking increased exposure to cleaning staff	All Cleaners	3.1. All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day. 3.2. See W1.3 Activate – Cleaning requirements for full details. 3.3. TCH has robust cleaning systems in place to ensure a high standard of cleanliness across the school. 3.4. TCH ensures that the normal cleaning regime follows best practice infection control advice and includes regular cleaning and disinfection of hand contact points such as tables, handles, computer equipment, door push pads, stair rails, toys etc. 3.5. Coronavirus symptoms are similar to a flu-like illness and include cough, fever, shortness of breath or a loss of smell and/or taste. Once symptomatic, all surfaces that a suspected case has come into contact with must be cleaned using detergents and disposable cloths, according to current recommended workplace legislation and practice. These include: <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as toilets, door handles, telephones Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.	Cleaning staff Asst Bursar/ Cleaning staff Asst Bursar/ Cleaning staff Asst Bursar/ Cleaning staff Asst Bursar/ Cleaning staff	Ongoing July 2021 Ongoing Ongoing Ongoing	All working instructions, memos, emails and notices sent to the cleaning staff are available in the Bursary.
			3.6. See sections C.1. – C.3. For information on cleaning after a potential outbreak.	See C.1- C.3.	When required	

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			<p>3.7. Where there are soft surfaces that are contaminated, or have been in high contact, these should be steam cleaned.</p> <p>3.8. No special protective equipment is needed for the person undertaking the cleaning other than that which is normally worn whilst using cleaning chemicals, but the equipment used should be disposable, as a minimum this will be disposable gloves and apron. The waste from cleaning should be treated as above.</p> <p>3.9. If possible, the area should be closed off and left for 72 hours before cleaning.</p> <p>3.10. Various communications relating to processes for infection control have been issued to cleaning staff.</p> <p>3.11. Any cloths and mop heads used must be disposed of and should be put into waste bags.</p> <p>3.12. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>	<p>Cleaning staff</p> <p>Asst. Bursar</p> <p>Asst Bursar</p> <p>Asst Bursar</p> <p>Asst Bursar</p> <p>Cleaning staff</p>	<p>When required</p> <p>When required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>When required</p>	
B.4. Coronavirus reporting	Incorrect report to HSE	Bursary	<p>4.1. The DfE has updated guidance and potential or actual exposure to coronavirus is now reportable.</p> <p>4.2. See full COVID 19 –School Risk Assessment for information on reporting a confirmed COVID case in the school/ holiday club setting.</p>	Report to be made by Bursary / Course Director	If required	HSE website
B.5. First Aid	Lack of social distance	First Aider/ Injured person	<p>5.1. TCH first aiders will continue to offer first aid when required, no additional PPE is required.</p> <p>5.2. As a precaution, face shields have been added to the two main school first aid kits in case of CPR being required.</p> <p>5.3. Face shields have been added to games first aid kits, if children require CPR it is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilation crucial to the child's chances of survival. In this situation CPR should be performed as normal.</p>	<p>Asst Bursar</p> <p>First Aiders</p> <p>Asst Bursar</p>	Ongoing review	Association of first aiders guidance

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		<p>18.4. Further information on dealing with first aid was circulated to all staff covering the following: -</p> <ul style="list-style-type: none"> • risks to yourself and others • keeping yourself safe • Providing first aid – good practice • Choking • Adult CPR (sudden collapse) • Paediatric casualty CPR • Regurgitation of stomach contents 	Asst Bursar		
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Hazard	Hazardous event	Who is at risk	Risk Control Measures			
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People Hazards						
C.1.Children, or staff become unwell	Believed they have been exposed to COVID-19	All	<p>1.1. If someone becomes unwell, specifically with the symptoms of COVID-19, develops a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the guidance for households with possible coronavirus infection.</p> <p>1.2. During Activate the unwell person will be removed to an area which is at least 2 metres away from other people and provided with a bin bag to dispose of used tissues. They will be placed in one of the two sick bays until they are collected which means they can be isolated behind a closed door. If it is possible a window will be opened for ventilation.</p> <p>1.3. While individuals wait to be collected, they should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin bag.</p> <p>1.4. If they need to use the toilet whilst waiting for assistance, they should use the sick bay toilets which will then be sanitised afterwards.</p> <p>1.5. A used bin bag should be tied, bagged again and tied.</p> <p>1.6. Once a symptomatic person has left the school for treatment or self-isolation, all surfaces that the person has come into contact with must be cleaned using disposable cloths and a cleaning/disinfectant solution at a dilution of 1000 parts per million available chlorine including:</p> <ul style="list-style-type: none"> All hard surfaces, floors and chairs in the room they were moved to 	Unwell person Unwell person When a person is unwell Individual Cleaning staff Cleaning staff	When required When required If required If required If required	NHS Advice

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			<ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids All potentially contaminated high-contact areas such as toilets, door handles, telephones Public areas where the person has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. <p>1.7. If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves.</p> <p>1.8. If a pupil or member of staff who has been in school tests positive for COVID-19 the group and any staff who have been in contact with them should be sent home and advised to self-isolate for 10 days.</p> <p>1.9. The other household members of a child or member of staff who is self-isolating due to close contact do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>			
C.2. Activate staff	Spread of virus/ Mental wellbeing	All	<p>2.1. Staff have been supplied with information relating to the 'Principles for staff' as below: -</p> <ul style="list-style-type: none"> Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your line manager), and access a test as soon as possible. Clean your hands more often than usual – wash for at least 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Use the 'catch it, bin it, kill it' approach. Avoid touching your mouth, nose and eyes. Help your group to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. Keep indoor areas well ventilated - door and windows open, if possible, for air flow. 	Course Director	Prior to start of Activate weeks	<p>Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Updated 14 June 2021</p> <p>COVID-19: guidance for educational settings</p>

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			<ul style="list-style-type: none"> Limit the number of children from your group using the toilet at any one time. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. 			
C.3. Parents	Spread of virus	All	<p>3.1. Parents should come into school buildings only when strictly necessary, and ideally only one (unless for example, an interpreter or other support is required).</p> <p>3.2. The Course Director will carry an emergency contact telephone if required. Details will be provided on booking.</p> <p>3.3. Pick up and drop off will take place outside.</p>	Course Director	Daily	Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Updated 14 June 2021
				Course Director	Daily	Activate Parent information letter
				Course Director	Daily	
C.4. Child or member of staff who tests positive	Spread of virus	Children/ Staff	<p>4.1. When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days and asked to access a test.</p> <p>4.2. All staff and children who are attending Activate will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>4.3. Where the child or staff member tests negative, they can return to the camp.</p> <p>4.4. If staff have coronavirus or are advised to stay at home, they can request an 'isolation note' by visiting NHS 111 online, rather than visiting a doctor. For coronavirus cases this replaces the usual need to provide a 'fit note' (sometimes called a 'sick note') after 7 days of sickness absence.</p>	SMT	If required	Guidance COVID-19: guidance for households with possible coronavirus infection Updated 23 June 2021
				SMT	If required	
				SMT	If required	
				NHS/ Staff member	If required	
C.5. Child and members of staff who have been in contact with	Spread of virus	Children/ Staff	5.1. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. See C.4.	SMT	If required	Guidance COVID-19: guidance for households with possible coronavirus infection

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someone who tests positive		5.2. Where the child or staff member tests positive, the rest of their bubble, including the Course Instructor and Group leader should be sent home and advised to self-isolate for 10 days.	SMT	If required	Updated 23 June 2021
		5.3. All children and staff, and their families, will also have access to testing if they display symptoms. This will enable children and staff to get back to the camp if they test negative, and if they test positive a test and trace approach can be taken.	SMT	If required	
		5.4. If other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise school on the most appropriate action to take.	Public Health England	If required	
		5.5. A large number of other children may be asked to self-isolate at home as a precautionary measure. Although this guidance may change during Activate as we expect a GOV.UK update. If this is the case the Bursary will monitor guidance changes and react accordingly in the event of a positive case.	Public Health England/ Bursary	If required	