

**CHANNING SCHOOL - COVID-19 RISK ASSESSMENT**  
**CHANNING JUNIOR SCHOOL - UPDATED 3 June 2021**

This document is reviewed regularly and will be updated prior to any major changes in provisions/guidance

**ENVIRONMENT/GENERAL**

<b>RISK</b>	<b>MEASURES TO CONTROL RISK</b>	<b>ACTION BY</b>	<b>TIME SCALE</b>	<b>NOTES</b>
Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> <li>● Government website checked</li> <li>● ISBA, GSA, ISC, ASCL and Camden websites checked</li> <li>● In addition the school also checks daily DFE briefings and updates in relation to test and Trace testing</li> </ul>	DH/LW/JSSMT  RHi/CH	Daily  Daily	
Are changes regularly communicated to staff, pupils, parents and governors?	<ul style="list-style-type: none"> <li>● Inform parents in writing within 24 hours</li> <li>● Email governors and staff</li> </ul>	DH/RHi	ongoing	
Is access to school controlled effectively and are visitors (if allowed) details recorded?	<ul style="list-style-type: none"> <li>● Strict control measures to be in place</li> <li>● Deliveries to be received by caretakers outside of the school</li> <li>● Parent meetings by invitation only and only if it is considered essential and urgent</li> </ul>	DH/RHi/CH  MH	Ongoing  Ongoing  Ongoing	

Dated 3 June 2021

	<ul style="list-style-type: none"> <li>● Use of Remote meetings with external agencies to continue</li> <li>● Protocol for Governors Meetings to be kept under review</li> </ul>			
Are there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none"> <li>● School to continue to source sanitiser and other PPE</li> <li>● Hand sanitisers to be placed in each of the classrooms and on entry to school</li> <li>● Anti-bacterial wipes to be placed near computers</li> <li>● Cleaners to check there is enough liquid soap &amp; hand towels regularly</li> </ul>	RHi/CH	ongoing	Sufficient supplies of hand sanitiser/wipes and masks if needed
Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<ul style="list-style-type: none"> <li>● Routine for cleaners to include: classrooms/work rooms/corridors/toilets/medical room/Isolation Room, door handles, light switches, handrails</li> <li>● Additional day cleaners recruited</li> <li>● Deep clean to be put in place before school reopens on 8 March</li> </ul>	CH	4 x daily  7/6/21	New timetable needed for breaktimes/lunchtime/changes of use of classrooms RM

<p>What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?</p>	<ul style="list-style-type: none"> <li>• Staff to wipe equipment used in between usage where sharing is unavoidable</li> <li>• Staff to be briefed</li> <li>• Avoid using same resources wherever possible - resources to be used within teaching 'bubble'</li> </ul>	<p>DH/LW/Coordinators of PE/Art/DT/Music/Drama</p>	<p>1 Sept</p>	
<p>Are contingency plans in place in case of a local lockdown and full opening cannot take place?</p>	<ul style="list-style-type: none"> <li>• Liaison with Local Health Protection Team</li> <li>• A number of potential teaching models are being prepared by SLT &amp; JS SMT</li> <li>• Updated JS Virtual School Policy now in place</li> </ul>	<p>LH/DH/DU/RHi/School Nurse</p>	<p>1 Sept</p>	
<p>What happens in the event of a fire?</p>	<ul style="list-style-type: none"> <li>• Update Fire Notices and Assembly Points</li> <li>• Fire drill to be held at 10.10am on 17 June</li> <li>• Check fire escape routes</li> <li>• Check evacuation groups whether it be Schoolbase, InVentry or hard copies</li> <li>• Overarching principle is that Fire Safety has primacy over COVID 19 in the event of an emergency and this must be emphasised in any briefing</li> </ul>	<p>RHi/CH CH/RHi/DH/LW CH/caretakers RHi/CH/PW/CM/JC</p>	<p>1 Sept 17 June</p>	

Are risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> <li>● Check RA regularly and update in line with Government changes</li> <li>● Checklists completed</li> </ul>	RHi/CH	ongoing	
School catering considerations	<ul style="list-style-type: none"> <li>● Safety of kitchen staff</li> <li>● Cleaning of shared equipment</li> <li>● Social distancing</li> <li>● Protective screen at servery</li> <li>● Staggered lunchtimes</li> <li>● Cleaning of tables between groups of children</li> <li>● Taking food to classrooms/outdoor space in recyclable containers</li> <li>● Separate RA for kitchens</li> </ul>	RHi/JH/CH/LW	To be kept under review	Advice prepared with support from ISCC Planning meetings held
Reducing the Risk of Asymptomatic pupils and staff transmitting the virus	<ul style="list-style-type: none"> <li>● Asymptomatic Testing in School (AT) available in school when required.</li> <li>● Home test kits to be supplied for teachers and support staff to be taken twice weekly from 7 March.</li> <li>● School advised by DFE/NHS</li> <li>● Further reduces risk of spread of virus in school</li> <li>● Testing currently limited to JS staff and not pupils</li> </ul>	RHi/TF/CH/SW	Ongoing  ongoing	Separate RA prepared
<b>PUPILS, PARENTS, STAFF RISK</b>				

<b>ASSESSMENT</b>				
<b>RISK</b>	<b>MEASURES TO CONTROL RISK</b>	<b>ACTION BY</b>	<b>TIME SCALE</b>	<b>NOTES</b>
Are communication channels working and being reviewed? Email, text, facebook, Twitter etc	<ul style="list-style-type: none"> <li>• Yes - All communication channels other than face to face remain in place including Google Meets.</li> </ul>	DH/LW/CR	ongoing	
Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	<ul style="list-style-type: none"> <li>• Yes but to be reviewed during the term.</li> </ul>	DH/RHi	Ongoing	
If there is a governor and/or officer for the school/department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	<ul style="list-style-type: none"> <li>• Head Teacher and Bursar</li> <li>• The Chairman of Governors is in regular contact with the Head and the Bursar</li> <li>• F+GP to review opening and major changes in procedures and comment or approve as necessary</li> </ul>	LH/RHi/DH	Ongoing	
Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<ul style="list-style-type: none"> <li>• Reassure parents about measures we have put in place and how we intend to manage the school premises. To be included in communication strategy</li> <li>• Encourage parents need to discuss any concerns with the school if their child isn't returning</li> </ul>	DH/RHi/Office	Ongoing	

<p>Who has travelled where: other than home and school? (via app or written diary).</p>	<ul style="list-style-type: none"> <li>• Need to await info on Govt tracking App and also track and trace registration</li> <li>• Quarantine reporting to be continually reviewed during the term.</li> <li>• A number of pupils are currently accessing virtual learning from overseas. It will be important to ensure that current regulations are adhered to prior to students returning to school</li> </ul>	<p>RHi/Office</p>	<p>Ongoing</p>	
<p>Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?</p>	<ul style="list-style-type: none"> <li>• Separate SD and handwashing protocol reviewed</li> <li>• Staff to distance from each other - ideally 2m if not in same bubble</li> <li>• Specialist teachers to teach from the front of the classroom ideally 2m in front of the pupils and can wear visor/transparent mask but it is not compulsory</li> <li>• Staff to wear face masks in transit and indoors in communal areas</li> <li>• Same principles to be applied to Critical Worker Facility.</li> </ul>	<p>DH/LW/RHi</p>	<p>ongoing</p>	<p>From 17 May face masks are not required to be worn in the classrooms</p>

<p>Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?</p>	<ul style="list-style-type: none"> <li>● Messages to be reinforced</li> <li>● Posters and screens</li> <li>● Messages Home to Parents and Pupils</li> <li>● Return to school Form Time for pupils</li> <li>● Video on wearing a mask</li> </ul>	<p>DH/LW/Form teachers</p>	<p>ongoing</p>	
<p>Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?</p>	<ul style="list-style-type: none"> <li>● Regular updates and briefings to staff from the Head of Junior School and Deputy Head</li> <li>● Head/Bursar to speak daily and keep abreast of changes</li> <li>● Bursar to ensure support staff kept up to date on latest protocols and procedures</li> <li>● Nurses to continue to be consulted on medical implications of COVID-19</li> </ul>	<p>DH/LW/RHi/Nurse</p>	<p>ongoing</p>	
<p>How is registration throughout the day managed?</p>	<ul style="list-style-type: none"> <li>● Lesson registration to remain in place</li> <li>● Registration occurs when pupils are in school and also when accessing virtual lessons.</li> </ul>	<p>Form Teachers/office</p>		
<p>Transport - how will staff/pupils get to work safely?</p>	<ul style="list-style-type: none"> <li>● Recommend walk/cycle</li> </ul>	<p>DH/RHi</p>	<p>2 Sept</p>	

Dated 3 June 2021

	<ul style="list-style-type: none"> <li>● Read “Safer Travel Guidance for Passengers”</li> <li>● Use of face masks on public transport</li> <li>● Sanitise hands on arrival</li> <li>● Staff to dispose of face mask in lidded bin or store safely if non-disposable in a plastic bag</li> <li>● Communicate a process for safely removing face coverings to staff</li> <li>● Hand sanitising before and after removing face coverings</li> <li>● Parking around the school and public relations - need to reinforce protocols with parents</li> </ul>			
Are learning and games spaces configured to SD rules?	<ul style="list-style-type: none"> <li>● Classrooms set up</li> <li>● Divide areas of playground into zones plus split timetable</li> <li>● Doors left open in classrooms</li> <li>● Windows open in classrooms</li> </ul>	<p>CH/AMc</p> <p>CH/AMc</p> <p>CH/AMc/LW</p> <p>CH/AMc</p> <p>Caretakers</p>	1 Sep	
Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?	<ul style="list-style-type: none"> <li>● Staggered times for drop off/pick ups</li> <li>● Staggered breaktimes and</li> </ul>	DH/LW/RM	Daily from 1 Sep	See new timetable

Dated 3 June 2021

	<ul style="list-style-type: none"> <li>lunchtimes</li> <li>• Two/Three points of entry at JS</li> <li>• Staff to meet pupils on arrival</li> <li>• Check the regime is working</li> <li>• Plan for late arrivals to be put in place</li> </ul>			
Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none"> <li>• Ongoing support to pupils to advise them about who they can talk to</li> <li>• Form teachers to oversee pastoral care of pupils in liaison with Head of Key Stages</li> </ul>	DH	To be in place for 1 Sep	Bereavement resources prepared
<b>Pupil and Staff - Safety Risk Assessment</b>				
<b>RISK</b>	<b>MEASURES TO CONTROL RISK</b>	<b>ACTION BY</b>	<b>TIME SCALE</b>	<b>NOTES</b>
Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"> <li>• Safeguarding Leads to manage</li> <li>• Policy updated in light of period of Virtual School</li> </ul>	DH/LW	1 Sept	
Is the DSL and ADSL easily contacted and their contact information known to all?	<ul style="list-style-type: none"> <li>• Safeguarding Leads</li> </ul>	DH/LW	1 Sept	

<p>Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?</p>	<ul style="list-style-type: none"> <li>● H&amp;S Policy updated with Covid-19 Section</li> <li>● Communicate update to staff</li> <li>● Nursing Protocol in place</li> </ul>	<p>CH/RHi DH/LW</p>	<p>2 Sept</p>	<p>Complete</p>
<p>How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?</p>	<ul style="list-style-type: none"> <li>● All staff treated as new staff and inducted into the new processes and procedures.</li> <li>● New staff joining to be inducted both in on site safety protocols and also virtual learning procedures</li> <li>● Same procedures to be applied to agency staff.</li> </ul>	<p>DH/LW</p>	<p>7 Sep</p>	
<p>Are sporting, play and SD rules clear to staff and pupils?</p>	<ul style="list-style-type: none"> <li>● Staff Briefing</li> <li>● Playground divided into different zones for playtimes and PE</li> </ul>	<p>Head of PE</p>		<p>Head of PE to prepare specific RA and guidelines for Sport and Recreation</p>
<p>Are drama, dance and music activities applying SD rules?</p>	<ul style="list-style-type: none"> <li>● Separate RA for Music/Drama/Dance</li> <li>● 'Bubbles' do not need to socially distance</li> <li>● VMS Music lessons both being undertaken remotely at present as school is closed</li> </ul>	<p>Drama/Music teachers</p>	<p>7 Sept</p>	

<p>How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?</p> <p>This is a key one that needs a lot of thought.</p>	<ul style="list-style-type: none"> <li>• Staff meetings - virtual until end of Spring Term with hope that we can do socially distanced ones from beginning of Summer term</li> <li>• Virtual meetings to be conducted whilst the school site is closed to pupils.</li> <li>• Additional staff work rooms/coffee stations</li> <li>• Copying to be kept to a minimum and for essential items only</li> <li>• Tea/Coffee - Staff use their own cups with lids provided by school</li> <li>• Arrangements to consider both support and teaching staff</li> <li>• Catering team to be responsible for management</li> </ul>	DH/LW/RHi/JH/CH	To be kept under review	<p>Protocols to be agreed with staff for staff work rooms</p> <p>Coffee/Tea etc to be considered as part of catering strategy</p>
<p>Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?</p>	<ul style="list-style-type: none"> <li>• All operational</li> </ul>	RHi/CH	Ongoing	
<p>Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?</p>	<ul style="list-style-type: none"> <li>• Fire Procedures updated</li> <li>• Routes checked daily</li> </ul>	RHi/CH	1 Sept	

Dated 3 June 2021

	<ul style="list-style-type: none"> <li>• Separate procedure in place while school is closed</li> </ul>			
Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none"> <li>• Agreed protocols to be published to parents</li> </ul>	LW	Currently in abeyance	
Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"> <li>• Additional staff rooms</li> <li>• Additional tea/coffee stations</li> <li>• Walkways to be divided with tape/directional arrows</li> <li>• No car park</li> </ul>	RHi CH/AMc	ongoing	
Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<ul style="list-style-type: none"> <li>• RHi/CH to arrange with Caretakers</li> <li>• New time-table for cleaners needed</li> </ul>	RHi/CH	Ongoing	
Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<ul style="list-style-type: none"> <li>• Ongoing work to define catering strategy</li> <li>• Protocols to be put in place for when catering is resumed for staff and CW pupils at the JS.</li> <li>• Catering manager to liaise with RH and LW.</li> <li>• Hot meals served daily in both dining halls and lunchtimes are staggered</li> </ul>	RHi/JH	Ongoing since 8 Mar	Will be looking at rotating between hot and cold meals as not possible to cater for hot meals for all pupils every day



Have risk assessments been completed for individual pupils identified as at a greater risk?	<ul style="list-style-type: none"> <li>• Standard template to be prepared for RAs</li> <li>• Impacted Staff to be invited to meet with TF / RH/ DH</li> </ul>	DH/RH/TF		
Have parents been informed not to send their child to school if they are unwell?	<ul style="list-style-type: none"> <li>• Parents to be reminded to ensure pupils are healthy before they come to school</li> <li>• Part of overall comms strategy. See separate document</li> </ul>	DH/RHi	Ongoing	Letters/Bulletins sent to parents with updated Gov advice
Is there anyone in addition supervising the normal medical staff?	<ul style="list-style-type: none"> <li>• No</li> </ul>	RHi/DU	Ongoing	
Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	RHi	1 Sept	
Have medical policy, procedures and appropriate response to the spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> <li>• TF to be asked to review again once school restarts each term</li> </ul>	RHi/TF	1 Sept	
Is the medical room(s) properly equipped?	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Isolation room needs set of PPE</li> <li>• Staff allowed to use alternative access to the corridor if required in order to avoid passing the isolation room.</li> <li>• Staff to wear appropriate PPE.</li> </ul>	RHi/TF	1 Sept	Consultations need to be outside of inner office to allow for SD



	<p>September 2020 as well as details of staff and pupils self isolating</p> <ul style="list-style-type: none"> <li>The school has provided advice to parents on testing and will accept the results of NHS and private testing subject to certain conditions. This has been confirmed by PHE and insurers.</li> </ul>			<p>tests the sample) had a CE mark</p> <p>That the lab is accredited (i.e. via the UK Accreditation Service) and</p> <p>That the laboratory is reporting the results to PHE (as it is a statutory notifiable disease).</p>
Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<ul style="list-style-type: none"> <li>As above</li> </ul>	TF	ongoing	
Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none"> <li>This information is available</li> </ul>	TF	ongoing	
Is there regular dialogue with those that have suffered from COVID-19 and/ or are isolated at home?	<ul style="list-style-type: none"> <li>This will need to be included in any</li> </ul>	TF	ongoing	
If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none"> <li>Included as part of Nursing Protocol</li> </ul>	TF	ongoing	
Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<ul style="list-style-type: none"> <li>School Nurse to arrange</li> </ul>	TF	ongoing	

If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	TF	ongoing	
Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none"> <li>• This will need to be included at the start of each lesson for example to ensure SD and hygiene as required</li> </ul>	DH/LW	ongoing	
If essential work is required on site are contractors properly registered, inducted and supervised?	<ul style="list-style-type: none"> <li>• Sign in sheet in School Office to include contact details</li> <li>• Caretakers to supervise</li> </ul>	RHi/CH/AMc	ongoing	Will need to pay particular attention to this over 'transition' period when staff are returning and contractors still on site.
Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> <li>• This is available and additional masks have been received</li> <li>• Need for gowns and visors to be explored with nurses</li> </ul>	RHi/TF	ongoing	
What is the policy on washing school clothes so as to prevent infection?	<ul style="list-style-type: none"> <li>• There is only limited school clothing in regular use</li> <li>• School Nurse to consider if additional items including disposable single use bedding is needed</li> </ul>	RHi  TF		

### Facilities Management Risk Assessment

Risk	Control Measures	Action By	Time Scale	Notes
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Dated 3 June 2021

Heating system including fuel levels sufficient?	<ul style="list-style-type: none"> <li>Maintenance carried out in Feb '21</li> </ul>	RHi/CH/AMc	ongoing	
Gas supply, venting and valves?	<ul style="list-style-type: none"> <li>As above</li> </ul>	RHi/CH/AMc	ongoing	
Have air conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none"> <li>As above</li> </ul>	RHi/CH/AMc	ongoing	
Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"> <li>Electrical tests up to date</li> <li>PAT testing carried out in July '20</li> </ul>	RHi/CH/AMc	Ongoing - annual tests	
Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> <li>Aqua Legion are monitoring monthly</li> </ul>	RHi/CH/AMc	Ongoing	
Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"> <li>Checked in Feb '21</li> </ul>	RHi/CH/AMc	Ongoing	
Have waste procedures been reviewed?	<ul style="list-style-type: none"> <li>Waste collections are back to normal</li> </ul>	RHi/CH/AMc	Ongoing	
Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none"> <li>Records kept in Catering manager's office</li> </ul>	RHi/CH/AMc	ongoing	
School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> <li>Use of school vehicles will be minimal but if used this will need to be checked</li> </ul>	RHi/CH/AMc	Ongoing	

Dated 3 June 2021