



Covid-19 Risk Assessment Summary

St Christopher's School (Hampstead)

2 July 2021

St Christopher's School updates its risk assessment regularly having regard to prevalent government guidelines in respect of the Covid-19 risks. Each updated risk assessment is reviewed and approved by the Governing Body and is updated every two weeks as a minimum and more often if required. Outlined below in a Q&A format are the key conclusions of the current risk assessment and descriptions of the approach to be taken by the school.

1. How will you manage the risk of an COVID-19 infected person being on site?

All children have been advised to return to school with the exception of the clinically extremely vulnerable. The school has prepared its procedures and protocols for a fully operational site.

All parents are asked to fill in health questionnaires weekly regarding their daughter's health and reminded to monitor their health daily. **All staff and parents have been informed that no one is to come on site if they have any COVID-19 symptoms or if their a member of their household has symptoms.**

School staff are undertaking COVID-19 lateral flow self-testing at home twice a week in line with government guidelines – this will help identify asymptomatic cases. All staff with COVID-19 symptoms or who receive a positive lateral flow result must self-isolate and take a PCR COVID-19 test. Staff have been issued with training material and guidelines to support the undertaking of these tests. Parents are able to access lateral flow self-testing through by following this link <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff> and have been encouraged to do so.

Staff and children who have needed to self-isolate cannot return to school without prior approval by the bursar or head.

The school community must follow the guidelines issued by the government and follow the test and trace procedures should they have symptoms of COVID-19 or have close contact with a confirmed positive case. Where a positive COVID-19 case is confirmed within the school community, parents and staff must advise the bursar / head who will inform the relevant authorities to confirm the strategy and any other measures that are to be applied.

All parents and staff have been reminded of the key symptoms– a high temperature, a new continuous cough or a loss or change in your sense of smell or taste.

2. What are the agreed social distancing guidelines for children at St Christopher's?

Girls to sit at the nominated desk/ table each day (though cleaning of desks can allow this to change), no sharing of frequently used items like pencils and pens, tissues used to wipe noses to be binned. The Reception class have different seating protocols because of the nature of their work and their age.

3. What other social distancing measures will be implemented?

Because of the age of the children it is difficult to maintain social distancing consistently. School will manage the risk through the following measures:

- Children will be maintained in year group bubbles and toilets will be shared across bubbles with additional cleaning frequency
- Breaktimes, lunchtimes and arrivals / departures have been staggered to limit bubble overlap. Separate playground areas to be used by each bubble

- Ventilation of rooms has been communicated as a priority for all staff who are responsible for this to be managed (with consideration of temperatures outside – where it is cold increased ventilation at breaks, lunch and in between lessons may be used while maintaining the heat within)
- Pupils and staff asked to wash hands on arrival, before and after eating, after toilet trips and at regular intervals in the day, alcohol-based hand sanitiser available on arrival and in all classrooms and throughout the site
- Children to remain in allocated classroom with limited use of specialist rooms
- Where specialist equipment is shared, it will be decontaminated regularly
- Shared rooms will be cleaned between use

4. Are transit spaces (corridors), social zones (playgrounds) configured to social distancing rules?

- Staggered movements of arrivals and breaks naturally limits the overlaps of bubbles
- Bubbles will be given routes to the dining hall and court where overlaps necessitate
- All staff to wear masks while in corridors or communal indoor areas

5. What are the drop-off and pick-up procedures?

- Parents not allowed on site except for pre-arranged meetings agreed by the school and drop-off and collection will take place at the school gate. The school has allowed limited visits of parents for the FOSC fair and uniform sales with risk mitigation procedures considered.
- A staggered arrival and departure of girls is in place with 10-minute intervals to limit numbers of adults gathering outside gates and limiting crossovers of adults from different groups
- Parents to socially distance outside the school gates
- All parents asked to wear masks outside school gates
- All staff to wear masks while at the school gates admitting or dismissing children
- Only one adult to be allowed to pick up and drop off a child

6. Do classrooms reflect social distancing layout, PPE, screening and regular cleaning rules?

In each space in use:

- All classrooms cleared of excess furniture and soft furnishings
- All non-essential teaching materials cleared
- Limited resources on display and clean desk policy adhered to by all
- Desks to be spaced out as far as possible in the space constraints
- Classrooms to be surface cleaned at breaktime and lunchtime for desks, door handles, banisters and other high touch items
- Limited staff in each workspace

7. Are mealtimes de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?

- Bubbles to sit separately for lunch at 2m distances apart, dining hall to be cleaned before and after use, bubbles do not crossover at the servery but arrive at staggered times
- Chef prepares menu weekly with usual balance of nutrition considered

8. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils?

- All staff have access PPE should they wish to use it. Staff can have gloves, aprons and basic masks in their rooms together with FFP2 masks (medical grade masks)
- Staff have been advised that face visors are no longer appropriate for use in school except where in addition to a face mask
- Staff to wear face masks in communal areas and corridors, while at the school gates admitting or dismissing pupils and where they cannot easily maintain distance with another adult in a room
- Medical grade masks and face shields are used for first aid – we have developed PPE guidance for our staff and training for taking it off and putting it on and when it should be used
- Cleaners to wear gloves and aprons always and masks where they are cleaning an area where there is suspicion that Covid-19 may have been present
- Sanitiser gel alcohol based available throughout the site and in every classroom

9. Is access to school controlled effectively?

- No parents to be allowed on site except with prior agreement of a member of SLT.
- No parent events on site – all to be managed online. The school has allowed limited visits of parents for the FOSC fair and uniform sales with risk mitigation procedures considered.

- Deliveries to be made outside the school office to limit the risk of office staff – teachers encouraged to have no non-essential deliveries to site to reduce risk
- Contractors only onsite for essential maintenance or repair
- Limited visitors on site with prior approval of SLT for school essential business, this will include in the summer term the delivery of in-person workshops for the girls within the school with the appropriate risk mitigation measures employed such as distancing, limiting bubble overlaps, masks, hygiene measures etc
- Peripatetic music teaching and external club staff will teach onsite. School governors will visit the site for learning walks and meetings
- All staff to limit face to face contact where in an indoor environment and to maintain 2m apart or wear face coverings

10. Are there sufficient supplies of hygiene materials and are they well placed?

- Handwashing and alcohol-based hand sanitiser is available throughout the school – in each classroom, at entrances and exits
- Tissues in each classroom
- Antibacterial wipes to be available to staff

11. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?

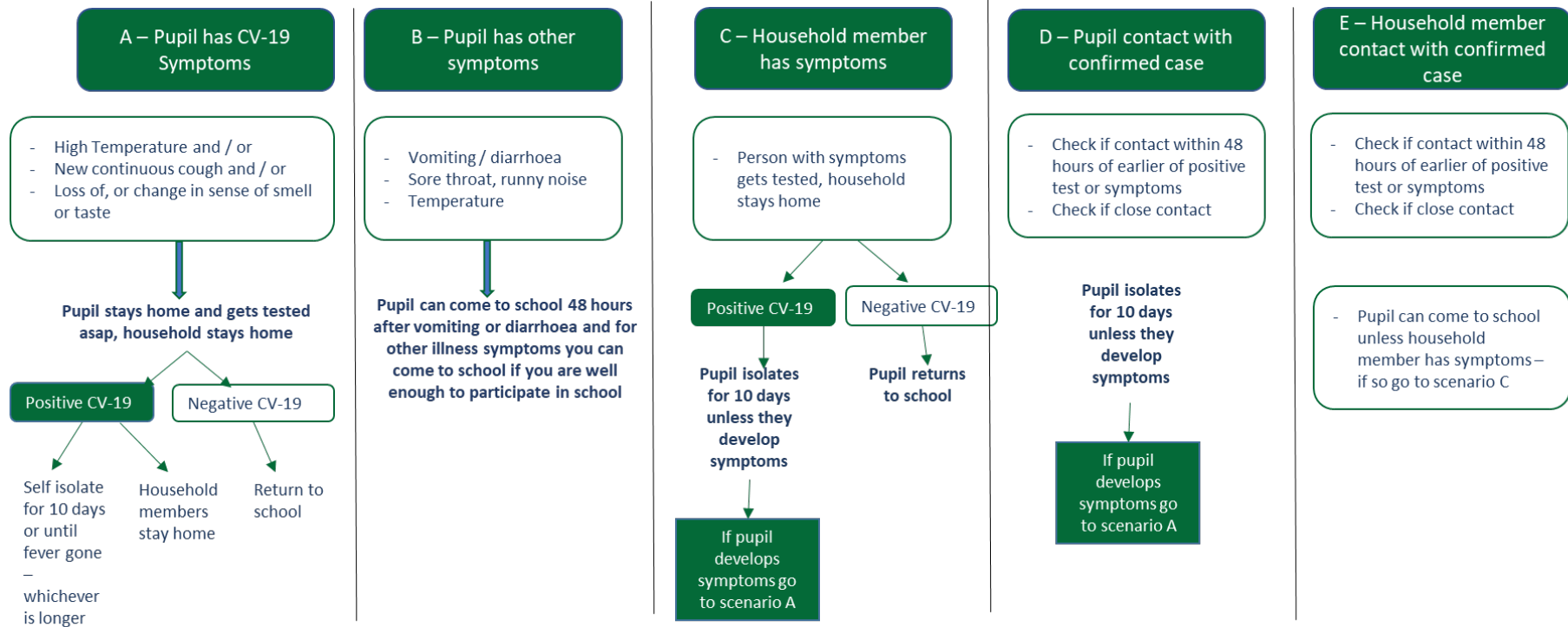
- Additional cleaning provision within the school day for high contact areas – all classrooms to be cleaned at lunch and end of day by cleaning staff.

12. Will there be ventilation of indoor spaces?

- All doors to be left open where practically possible to reduce contact areas - door guard to be used not a chair for fire safety

- Ventilation in classrooms always unless very cold – and where this is the case the room must be ventilated fully between lessons– all windows to be opened daily where possible, staff and pupils encouraged to wear more layers
- 13. How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings?**
- Staff meetings will be held via Zoom or Teams
 - Smaller groups of staff can meet with distancing, the use of outside space and masks considered
 - Staff room de-cluttered for breaks by staff
 - Photocopier to have sanitising wipes and instructions beside it to wipe before use and signs to remind staff
- 14. Will the children go on school trips and residential trips?**
- In line with government guidelines the school will resume educational visits this term including the use of transport to these sites. Risk assessments will be performed prior to these trips.
 - Residential trips resumed after the 17th May and Years 4,5 and 6 will to take part in residential.
 - Risk assessments for all trips will consider COVID-19 measures and precautions and what to do should a positive case arise on a trip with a staff member or pupil.
- 15. What happens if a child becomes unwell at school?**
- If a child is symptomatic at school, she will be moved to the COVID isolation room. There she will be examined by one of our first aiders (who will wear PPE) and the parents will be contacted. The COVID isolation room will be thoroughly cleaned after use
 - If a staff member becomes unwell, they will be asked to go home and self-isolate
- 16. How should I travel to school?**
- All staff and parents should consider traveling to school as safely as possible.
 - Public transport should be avoided where walking, cycling or scooting is possible.
 - Car transport should be avoided where it is not necessary – **if parents have to drive to school they should not park on Belsize Lane but park at a distance from school and walk.** The one-way system outside the school (approaching from Ornan Road toward Wedderburn Road) should be respected.
- 17. What are the rules for social distancing outside school?**
- The school would like to remind parents that they should follow the government’s prevalent guidelines for social distancing outside of school.
 - The school requires parents to adhere to government guidelines in respect of travel. All children should be in school during term and parents should ensure travel arrangements do not disrupt school attendance. All absences from school during term must be approved by the head in advance.

COVID-19 Actions for Pupils



Once a pupil has a positive confirmed test result their close contacts will need to self isolate where they were in school 48 hours before the earliest of symptoms arising or the positive test result