

ITALIA CONTI

Task: Providing a 'Covid-19 secure' Italia Conti site for Junior pupils & Staff	Location/Area: Goswell Road site	Date: 16.07.2021	Review date: Ongoing – review and update when nec.	Assessment completed by: Glynis Rodgers Miranda Tatton-Brown, Catherine Cooper
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No.	Situation/context	Risk	Risk Score Without control measures			Existing Control Measures Must be implemented and communicated to all who may be affected	Risk Score With control measures			Additional Control Measures/procedures
			Severity	Likelihood	Risk Factor		Severity	Likelihood	Risk Factor	
1.	Pupils attending school	Pupils have contracted Covid-19 and pupil/parents are unaware and could spread the infection to others on their return to school	5	3	15	<ul style="list-style-type: none"> Continue to follow the DfE guidance that pupil self-testing takes place at home 	5	1	5	
2.	Pupils arrive at school entrance and enter building	Pupils have A-symptomatic or previously undetected Covid-19 infection which becomes apparent on arrival after temperature taking process. Pupils could spread the infection to others in school.	5	3	15	<ul style="list-style-type: none"> All pupils must enter and exit the site via main reception where there is a non-contact temperature assessment device on the wall. All pupils must take their own temperature taken before proceeding to 3rd floor. A temperature of 37.8° Celsius would be 	5	1	5	<p>Procedure if Junior displays on entry to school any of the following Covid-19 symptoms:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

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											The welfare team will ensure the areas are cleaned once the pupil leaves.
3.	Pupils working during school day	Pupils experience Covid-19 symptoms' during school day and could spread infection to others.	5	3	15	<ul style="list-style-type: none"> All staff and pupils have received Covid-19 awareness training. This is to be refreshed at regular intervals. Pupils will wash their hands regularly for at least 20 seconds with hot water and soap throughout the day. This includes, but is not limited to on arrival, after using the toilet, before and after physical activity, before and after eating and before leaving our sites at the end of each day. Face coverings will be encouraged to be worn in all communal areas. Pupils are reminded to be vigilant about their own welfare and staff are instructed to report concerns about a pupil's symptoms to 	5	1	5	<p>Procedure for Juniors who feel ill during the school day: If a Junior starts to display any of the following Covid-19 symptoms:</p> <ul style="list-style-type: none"> a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal <p>They should:</p> <p>Put on a face covering immediately. Sanitise their hands at the nearest sanitising station Go to reception - (a well ventilated area) and ask Rachel to call the welfare room</p> <p>Welfare Team will contact parents and ask them to pick up their child, ideally in a private vehicle. If the parents are unable to pick up their child, they can arrange for their child to travel home in a taxi but they will need to ensure beforehand that the driver is willing to accept a passenger who is displaying Covid-19 symptoms. The London Black Cab company have confirmed to me that they are willing to do this and parents can book a taxi via</p>	

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						<p>the Headteacher or Welfare team.</p> <ul style="list-style-type: none"> • Ensuring good respiratory hygiene • Signage is displayed all over our site to encourage everyone to use tissues appropriately 'catch it, bin it, kill it'. • Increased cleaning of surfaces and equipment • Over the course of the day, surfaces do and will get touched, for example, door handles and bannisters. Cleaning teams will ensure such areas are cleaned thoroughly with a regular scheduled enhanced cleaning regimen. • Sufficient time is available for the enhanced cleaning regimen to take place, 			<p>www.londonblackcab.co.uk should they wish to use this service.</p> <p>A member of the Welfare Team will then collect the pupil from reception and they will isolate in the welfare room until they are ready to leave.</p> <p>PPE should be worn by staff caring for the child while they await collection.</p> <p>The Welfare Team will operate from the area outside on the welfare room during this time. Should member of the Welfare team need to enter the office (to answer the phone for example or to retrieve first aid equipment) they will ask the isolating pupil to maintain a distance of 2 metres from members of staff.</p> <p>If 2 pupils need to isolate at the same time, we will use the room next to the welfare office for the second pupil.</p> <p>The welfare team will ensure the areas are cleaned once the pupil leaves.</p> <p>Parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested</p>
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4.	Staff during normal working day	Staff experience Covid-19 symptoms' during school day and/or are asymptomatic and could inadvertently spread infection to others	5	2	10	<ul style="list-style-type: none"> Staff to take lateral flow test before returning to school on night before/morning of return. Staff will pay particular attention to where they are in classrooms and studios in relation to pupils i.e. not closer than 1 metre for 1 minute or 2 metres for 15 minutes. 	5	1	5	<p>Any members of staff who display signs of infection to contact their line manager who will contact the Covid-19 Officer. Staff member will be sent home immediately and will be advised to contact NHS 111 promptly or call 999 if they become seriously ill or their life is at risk. They advised to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If a member of staff has helped someone with symptoms, they do not need to go home unless</p>

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5.	Staff/Pupils/visitors are in or passing through corridors and communal areas	Staff/Pupils/visitors are exposed to risk of Covid-19 contracting/spreading infection in corridors or communal areas	5	3	15	<ul style="list-style-type: none"> • Staff/pupils/visitors are encouraged to wear face coverings at all times all areas. • Tape and arrows is on all floors to show direction of travel and show clear walkways. • All students, staff and Junior pupils are required to walk on the left and keep at least 1 metre apart at all times. 	5	1	5	
6.	Pupils working in classrooms or studios	Pupils are exposed to Covid-19 infection in classrooms or studios.	5	3	15	<ul style="list-style-type: none"> • On entering classrooms or studios, Pupils collect blue paper and teacher sprays desk or barre. Pupils then 	5	1	5	

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		In singing/musical theatre classes pupils may be exposed to particular risk of infection because of singing activity				clean the area they will be working at for that lesson.				
						<ul style="list-style-type: none">• Teacher to clean door handle of inside of classroom before each lesson.• Ventilation• Windows will be open when studios and classrooms are in use and closed at the end of the day. Windows to be checked by teachers and by duty staff during breaks.• Digital means are to be used for transferring paperwork such as Music instead of hard copies.• If items cannot be easily wiped down and sanitized, they will be removed from the classrooms or signposted 'out of use'.• All singing, Musical Theatre and voice classes to be held in a studio with windows to be open for ventilation at all times				

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						<ul style="list-style-type: none"> All students and staff members are responsible for cleaning studio and shared equipment thoroughly before and after every use. Teachers teach from the front of the class in designated area and avoid circulating round classroom. If this is unavoidable, face covering should be worn. 				
7.	Normal school day	Pupils have non-Covid related Welfare needs and may suffer an unnecessary delay	2	2	4	<ul style="list-style-type: none"> Ensure that pupils know the procedure for accessing Welfare team in the event of non-Covid related Welfare needs. 	2	1	2	<ul style="list-style-type: none"> Juniors accessing welfare support through the school day: Should a pupil or student feel unwell but display no Covid-19 symptoms, or need first aid support, they will go to reception and Rachel will call the welfare team. The welfare team will either come up to reception or direct the pupil/student to come down to the basement. Booking sessions with the Welfare Team: Pupils and students will be able to book sessions with the welfare team via email

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										(to Emily, Catherine, Rachel or the Safeguarding email address) or in person via Rachel in reception. We will allow 10 minutes between each session to avoid "cross-contamination."
8.	Junior Lunchtimes & breaktimes	Pupils are at risk of infection in canteen and other communal areas during lunchtime and breaktimes	5	3	15	<ul style="list-style-type: none"> Pupils know the procedure for lunchtime organization and adhere to it. All tables and benches in canteen to be sanitized by pupils leaving their seat. Supervised by YD. Break out spaces, Gyms, Rec rooms and Common rooms will be out of use until further notice. Junior staff rota of staff to supervise pupils during lunchtimes/breaktimes. Reinforce to parents that Goswell Road building is a Nut free zone and no nut products should be brought in with packed lunches. 	5	2	10	<p>Juniors will spend lunchtimes in the canteen and 17 pupils will be provided with a hot lunch as pre-arranged last term.</p> <p>The rest of the pupils (28) who are scheduled to bring their own packed lunches will also eat their lunches in the canteen, with appropriate social distancing maintained. When pupils have finished eating they must wipe down their tables and then they may use the 3rd floor classrooms (please respect the maximum pupil per classroom limit signs which are on the doors to each classroom) for the rest of their lunch break. All desks must be wiped down after use.</p>
9.	Normal working day	Visitors enter Goswell building and bring in infection	5	2	10	<ul style="list-style-type: none"> All visitors to ring and wait outside for an escort from reception. They will be encouraged to wear face covering inside the building and use temperature assessment device in foyer before proceeding. A temperature of 37.8° Celsius 	5	1	5	

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						would be considered to be febrile under any circumstances and therefore access to the premises will be denied.				
10.	Normal school day	Pupils spread infection by touching each other's mobile phone envelopes in the foyer whilst handing in/collecting their mobile phones	5	3	9	<ul style="list-style-type: none"> Pupils are to sanitize before touching envelopes and minimize touching of envelopes other than their own. Names will be clearly visible in black ink at the top. 	5	1	5	Member of staff to supervise phone depositing