



# Chiswick School COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan From September 2021

## Chiswick School COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

<b>Chiswick School</b>	Chiswick School	<b>Date of Assessment</b>	01/09/2021
<b>Assessment Completed By</b>	DSO and LEL		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the move to Step 4 from Monday 19<sup>th</sup> July 2021. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.



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**Chiswick School 'System of controls' will remain in place from September 2021. The actions in our system of control are grouped into 'prevention' and 'response to any infection' below.**

## **Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend Chiswick School
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and encourage social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by Chiswick School.
- 8) Allow staff and students to continue to wear face coverings in shared communal areas and on corridors.

## **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the Chiswick School community
- 9) contain any outbreak by following local health protection team advice

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### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that <u>has coronavirus (COVID-19) symptoms</u> , should not attend Chiswick School/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend Chiswick School/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to staff by sharing this risk assessment with all staff. Chiswick School will follow national and local guidance at all times.
03	Any employee who develops COVID-19 symptoms during the Chiswick School day should be sent home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u> .  CEV staff are no longer advised to shield.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chiswick School will undertake individual risk assessments with all staff who identify as having additional risks and who have made known to the headteacher these risks by providing a letter from the GP or other organisation identifying them. Staff should feel comfortable in making this request.

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## Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	Any pupil or persons within their household who has <u>coronavirus (COVID-19) symptoms</u> , should not attend Chiswick School. They should first take a LFT test and if this is positive then <u>arrange to have a PCR test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School with symptoms and must arrange a LFT/PCR test, remain at home and notify Chiswick School of the results as soon as possible.
06	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend Chiswick School/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to parents by sharing this risk assessment with all parents via our website. Chiswick School will follow local and national guidelines at all times.
07	Any pupil who develops COVID-19 symptoms during the Chiswick School day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School, even if they are feeling better, until they receive their test results.
08	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chiswick School has developed an effective remote learning strategy and provision.

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<b>Asymptomatic Testing</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Y</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken</b>
<b>09</b>	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic ;</p> <ul style="list-style-type: none"> <li>• All Chiswick School pupils should complete 2 onsite tests, on return to Chiswick School, before moving to regular twice weekly tests at home.</li> <li>• All Chiswick School staff should complete regular twice weekly tests at home and log these via <a href="http://www.testregister.co.uk">www.testregister.co.uk</a></li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff should continue to undertake twice weekly LFD testing whilst in Chiswick School.</p> <p>The need for regular asymptomatic testing will continue throughout September and will be reviewed by the Government at the end of September 2021.</p>

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## Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Although social distancing is no longer a legal requirement for staff and pupils, staff are encouraged to wear a mask if they are circulating in the classroom or in crowded areas. The mask wearing policy will be reviewed depending on case numbers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chiswick School Staff and students have the choice to wear a face covering if they feel more comfortable doing so.
11	Staff that assist pupils in the Chiswick School welfare facility will be provided with appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aprons, face masks, face visors and gloves are available for all eventualities requiring PPE. All intimate care will always be undertaken with consideration to safety and dignity of all involved and in the most appropriate manner and location.

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## Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
12	Staff and/or pupils who are experiencing <u>coronavirus (COVID-19) symptoms</u> , should not attend Chiswick School/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School, even if they are feeling better, until they receive their test results.
13	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families will be reminded that they must not attend Chiswick School, even if they are feeling better, until they receive their test results.
14	Pupils who experience COVID-19 symptoms should be collected from Chiswick School/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who comes into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Any child with COVID-19 symptoms will be taken to the Isolation Area, at present Year 7 area nearest to Student Services The child's parents/carers will be instructed to collect their child immediately and keep them at home until they have been PCR tested for COVID-19.</p> <p>A member of staff must first wear gloves, an apron, a face mask and a visor and then escort the child with COVID-19 symptoms to be isolated..</p> <p>Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water.</p> <p>Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.</p> <p>Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into waste lidded pedal bin.</p>

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15	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Chiswick Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chiswick School will have a number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test. Parents will always be encouraged to take their child for a PCR test at a walk-in or drive in testing centre as the best option.
16	Staff/ pupils who test positive for COVID 19 should self isolate for 10 days.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be communicated consistently to staff and parents by sharing this risk assessment with all staff and parents.  Chiswick School will follow national and local guidance at all times.
17	Provision of hand-washing / hand-hygiene facilities at entrances to classrooms and throughout Chiswick School. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chiswick School has 100+ hand sanitiser stations in School and these will continue to be regularly refilled and their use encouraged..
18	All staff and pupils are encouraged to regularly wash their hands with soap and water or use hand sanitiser through signage across the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular hand-washing will be encouraged by staff in Chiswick School and supported by signage and signposting.
19	Toilets and facilities will be cleaned regularly in line with the Chiswick School's enhanced cleaning regime.  Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional contact cleaning during the School day will continue in September 2021 on going

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<p><b>20</b></p>	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these.</p>
<p><b>21</b></p>	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All bins are lidded foot-pedal operated and Chiswick School has developed an enhanced cleaning procedure and deployed additional cleaning staff.</p>
<p><b>22</b></p>	<p>All working areas within the building should be well ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Only rooms with windows that can be opened will be used for teaching children. We will continue to follow the procedures in line with fire safety in relation to doors – using the dorguard where installed</p> <p>At Chiswick School, good ventilation must be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• In cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</li> </ul>

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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in Chiswick School: - Those with symptoms book a test - Contact Hounslow Public Health when the school become aware of a confirmed case (Hounslow Public Health will also contact Chiswick Schools when they become aware of a confirmed case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
26	If there is an outbreak, Chiswick School's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of Chiswick School/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below



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<p><b>Additional control measure at Chiswick School</b></p>	<p>Students in Year 7-9 at Chiswick School will be kept in their class groups for the majority of the class time and from September 2021 in order to minimize student movement in corridors.</p>				<p>At Chiswick School from September 8<sup>th</sup> 2021 onwards, each year group will learn, break and eat together and we will minimise mixing and contact between year groups as much as possible by continuing with staggered break, lunch and exit procedures.</p>
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<p><b>Additional control measure at Chiswick School</b></p>	<p>Small adaptations will remain in place in classrooms, including seating pupils side by side and facing forwards, rather than face to face or side on.</p>				<p>Although the technical 2m area has been removed in all Chiswick School classrooms, the position of Interactive White Board denotes the front of the class .</p>
<p><b>Additional control measure at Chiswick School</b></p>	<p>Reduced movement around Chiswick School:</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the Chiswick School is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.</li> </ul>				<p>Details of staggered start, break lunch and home times are in place and will be made available to staff for the start of formal teaching.</p>

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## Outbreak Management Plan

This Outbreak Management Plan outlines how the Chiswick School will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in Chiswick Schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.				Attendance restrictions will only be considered as a last resort following the DfE’s ‘contingency framework’ and, in collaboration with public health and the local authority. in this case, Chiswick School will: <ul style="list-style-type: none"> <li>• Ensure remote learning platform is in place and accessible to all.</li> <li>• That provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).</li> </ul>
02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.				<ul style="list-style-type: none"> <li>• Increased use of home testing for staff.</li> </ul>
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.				<ul style="list-style-type: none"> <li>• Strict class bubbles re-implemented</li> <li>• Staggered entrance/ exit times will remain in place</li> <li>• Use of multiple entrances and exits will remain in place</li> <li>• Staggered/ limited use of communal areas- hall/ dining room will remain in place.</li> </ul>

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04	Temporary re-introduction of face coverings.				<ul style="list-style-type: none"> <li>• Face coverings <b>must</b> be worn by staff and visitors, in communal areas unless they are exempt.</li> </ul>
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.				<ul style="list-style-type: none"> <li>• Shielding can only be re-introduced by national government.</li> <li>• Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>• Remote learning platform in place for children who are advised to shield.</li> </ul>
06	Temporary limit to certain Chiswick School activities; <ul style="list-style-type: none"> <li>- residential educational visits</li> <li>- open days</li> <li>- transition and taster days</li> <li>- parental attendance in settings</li> <li>- performances in settings</li> </ul>				<ul style="list-style-type: none"> <li>• These will all be risk assessed and control measures put in place as and when required.</li> </ul>

Further Information via: Danny Sohal, Business & Resources Manager, Chiswick School  
[dso@chiswickschool.org](mailto:dso@chiswickschool.org) or via 020 8747 6674 or internally Ext.1336

<b>Approved by (Head Teacher/ Chair of Governors)</b>		<b>Date of Approval</b>	06/09/2021
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