



Chinese Church in London (CCiL)
Croydon Chinese School
COVID19 Risk Assessment

The assessor can assign values for the ‘hazard severity’ and ‘likelihood of occurrence’ on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, scratch, slight bruising) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3days) 4 – Serious (e.g. fracture, hospitalisation > 24 hrs, some loss, moderately affect name & reputation of the church) 5 – Fatal (death, severe loss, definitely affect name & reputation of the church)	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent) 5 – Very likely (occurs frequently)

The Risk Matrix showing risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 14)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

Risk assessment of:

Assessor (s):

Date:

Overview of activity / location / equipment / conditions being assessed:

Risks associated with Covid19.

Context of the assessment:

Following the outbreak of Covid19 pandemic, Chinese school has moved to online teaching. With the ease of lockdown, and reopening of primary and secondary school, we are preparing for returning to classroom teaching. This document is prepared to assess the risks that school staff, pupils, and parents are exposed to when attending or accompanying their children to school. Mitigation measures are outlined to reduce the risks.

This risk assessment is prepared based on the government Guidance for Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak. Since the Chinese School includes classes using the school building of Archbishop Tenison's CE High School (ATS), the government Guidance for full opening: schools is also observed.

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
1	Before attending school	Staff, pupil, and parents may be positive to coronavirus.	4	3	12	Staff will be required to quarantine for 14 days if they show any symptoms of Covid19. (or observe the current government guideline e.g. people returned from countries abroad where quarantine measures are required, or recent close contacts with confirmed cases) Pupils and parents will be reminded to inform the school and avoid attending school if they or someone in their household show any symptoms of Covid19 or returned from countries within 14 days where quarantine measures are required or have been advised by NHS Test and Trace to self-isolate.	4	1	4	Staff, parents, and pupils
2	Traveling to school	Staff, pupil, and parents may be exposed to coronavirus when using public transport.	4	3	12	Encourage staff, pupils and parents to avoid using public transportation. When using public transportation, face mask should be worn. Face mask should be disposed into the dedicated bin at the entrance of school building or church centre.	4	2	8	Staff, parents, and pupils
3	Arriving at school	Cross contamination between pupils and parents due to crowding at the entrance	4	4	16	Arriving time of classes should be staggered. Junior classes should arrive between 9:30-9:45am whilst senior classes should arrive between 9:45-10:00am.	4	2	8	Head teacher and administration staff

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
4	Arriving at school	Staff, pupils, and parents may come to close contact with someone who is carried coronavirus without knowing	4	3	12	Register will be kept for all attending staff, pupils, and parents who enter school building on each school day. The register will be kept for at least 21 days. The following parties will be informed as soon as possible if anyone attending school, including parents who enter the school building shows any symptoms or is test positive of Covid19 after the school. a) CCIL b) ATS c) All staff d) All parents	4	1	4	
5	Arriving at school	Cross contamination between pupils and parents	4	4	16	a) All staff, pupils and parents will be check for body temperature on arrival at school. b) All staff, pupils, and parents will be required to use hand sanitiser when arrive at school. Hand sanitiser will be provided at school entrances.	4	1	4	Head teacher and administration staff

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
6	Before class	Cross contamination between pupils and parents	4	4	16	<ul style="list-style-type: none"> a) All pupils will be asked to go to classroom as soon as arriving at school. b) Pupils from School Year 3 and above will go to their classroom not accompanied by their parents. Parents should not enter the school building. c) Pupils from School Year 2 and below will go to their classroom accompanied by a parent. d) Parents are not allowed to enter the school building unless accompanying their children to classroom. e) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	4	1	4	Head teacher, administration staff and class teachers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
7	Cleaning before class	Contamination of school furniture	4	4	16	Class teacher should open windows to air classroom and wipe clean the surface of desks and chairs in the classroom before school with disinfectant wipes which will be provided by the school. The used wipes should be disposed in dedicated bin for disposal afterwards.	4	1	4	Class teachers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
8	In classroom	Cross contamination between pupils, and between pupils and teachers	4	3	12	<ul style="list-style-type: none"> a) Class size should be maintained at maximum 10 pupils per class. Pupils will be seated keeping social distancing of 2m. b) Where possible the windows of classrooms should remain open to improve the ventilation of the room. c) Pupils will be asked to bring their own stationery. Sharing stationery between pupils is not encouraged. d) Wearing face mask in school building and classroom is allowed. e) Teachers will keep social distancing with the pupils and staff during the class. 	4	1	4	Class teachers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
9	In classroom	Cross contamination between pupils, and between pupils and teachers	4	3	12	a) Sanitisers are available in the classroom and correct handwashing ensured, soap will be available plus paper towels in toilet areas. b) Disinfectant wipes or sprays are used regularly on surfaces and left for 30 seconds before wiped off. Spray bottles in classrooms and paper towels in toilets. c) Correct hygiene procedures with students are revisited weekly.	4	1	4	Head teacher, administration staff and class teachers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
10	During the break	Cross contamination between pupils, and between pupils and teachers	4	3	12	<ul style="list-style-type: none"> a) Break time of classes will be staggered. Junior classes should have break between 11:00-11:10am whilst senior classes should have break 11:15-11:25am. b) Pupils may go to toilet , stay in their classroom, or go outdoors when weather allows. c) Social distancing should be observed during break. d) Pupils and staff should use hand sanitiser when returning classrooms after break. 	4	2	8	Head teacher and administration staff

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
11	Leaving school	Cross contamination between pupils, parents, and staff	4	4	16	a) Leaving time of classes will be staggered. Junior classes should finish at 12:15pm and leave school between 12:15-12:30pm. Senior classes should finish at 12:30pm and leave school between 12:30-12:45pm. b) All parents should wait outside of the school building. Pupils will be led to school entrance by their class teachers.	4	1	4	Head teacher and Class teachers
12	Cleaning after school	Contamination of school furniture	3	3	9	Class teacher should supervise pupils to wipe clean the surface of desks and chairs used during the class with disinfectant wipes which will be provided by the school. The used wipes should be disposed in dedicated bin for disposal afterwards.	3	1	3	Class teachers

Ref No.	Activity	Hazard (s) Identified	a	b	Risk rating (a x b)	Risk mitigations	Residual risk			Persons responsible
							a	b	Risk Rating	
13	Anyone showing Covid19 symptoms while attending school	Pass coronavirus to others	5	3	15	<ul style="list-style-type: none"> a) All possible symptoms should be reported to school head teacher and first aider immediately. b) The person showing symptoms should leave the school as soon as it is safe to do so. The person should be tested for Covid19. c) The test result should be share with the school. d) All information will be shared with Archbishop Tenison's CE High School. 	5	1	5	Head teacher, first aider, administration staff.

