

Risk Assessment: RE-opening to all children March 2021

<p>Risk Assessment Coordinated by: Nicola Harmer, Headteacher</p>	<p>Chair of Governors: Penny Witham Signature:</p>	<p>Review Process: Half Termly reviews with HT and the wider health and safety team Termly report to Chair of Governors</p>
<p>Submitted to LA: 5.3.21 Brian Grady (Operational Director, Safeguarding, Partnerships and Strategy)</p>	<p>Date Approved by Governing Board: 18th March 2021 (TBC)</p>	<p>Formal Review Date: 26th March 2021 23rd April 2021 21st May 2021 25th June 2021</p>

Current Context:

Brentfield closed to the majority of children on 5th January 2021, school was partially opened to children of Critical Workers and identified vulnerable children. During this period the school reverted to the structure described below. Remote learning was led by the class teachers and has been co-ordinated by the deputy head and assistant head teacher. Learning has consisted of Google classrooms, hard copies sent and activities set via the website. A detailed and broad learning offer was taught to all children both in the virtual or onsite school.

In the roadmap announced by the Prime minister all schools have been instructed to open to all pupils from March 8th 2020. The school will revert back to the measures and controls in place outlined in the risk assessment (September 2020) with updated guidance issued in Restricting attendance during the national lockdown: School Feb 2021.

Risk Prevention: Regular and consistent handwashing, face covering in communal areas, regular cleaning of areas and equipment, attempts at social distancing and twice weekly lateral flow testing for all staff.

Proposal:

Non-negotiables:

1. School staff will have had an opportunity to review the risk assessment, access a health risk assessment and have a meeting with the head teacher to implement individual risk assessments. These will be reviewed regularly.
2. Families will be sent information and guidance in order to adhere to the risk assessment before opening on 8th March 2021
3. Our commitment to learning and developing life skills will continue to be strengthened through technology so that a blended model of education can be implemented in case of a local lockdown.
4. Union members have the opportunity to discuss plans with HT to ensure a balance of agreement.
5. Governors will discuss and agree the plan.
6. Regular reviews and guidance will determine future plans.

The school is guided by the government guidance for full reopening published in February 2021: Restricting attendance during the national lockdown: Schools.

The school will continue to operate in protective groups (bubbles) in Year groups. To allow for distancing a soft start and staggered finishing times will be in place. The school will continue to limit the number of visitors onto the premises, parents will only be allowed onsite by invitation only and will be subject to a temperature check and will have to wear a mask.

During the partial opening the school has operated in teams, with each team being led by a senior leader. This structure will cease during the full opening of the school but will be implemented again if a local lockdown or school closure (full or bubble) is in operation.



Logistics and Systems



Virtual School



In-School Learning



Rainbow Provision (KW/VC)



Safeguarding & Welfare

Soft starts and staggered finishes will be as follows:

Year	Soft Start Time	Staggered Finish
EYFS	8.35 – 8.45	3.00
Years 1,2&3	8.35 - 8.45	3:05
Years 4,5,& 6	8.35 – 8.45	3:15

The school is currently working with Brent Council in respect of a Government initiative of School Street. A School street is a term-time restriction of motorised traffic on a road by a school during the school's pick-up and drop-off period. Residents, blue badge holders and emergency vehicles will be exempt from the restrictions, as will pedestrians and cyclists. Physical barriers will be used to block the road and will be managed by school staff. Timings will be 8.15 am to 9.15 am each morning and 14.45 pm to 15.45 pm each evening. This incentive will be kept under review.

ASSESSING AND CALCULATING RISK

Table S1 Criticality Matrix

	Severity Rating (S)				
Likelihood of Occurrence (L)	Major	Serious	Significant	Minor	Negligible
Certain	25	20	15	10	5
Occasionally	20	16	12	8	4
Probable	15	12	9	6	3
Unlikely	10	8	6	4	2
Improbable	5	4	3	2	1

Table S2 Severity Rating (S)

1	Negligible	Slight, no potential risk of injuries, no significant effect on health and safety
2	Minor	Minor injuries or equipment damage, minimal effect on health and safety
3	Significant	Significant injuries or multiple minor injuries, equipment damage and effect on health and safety
4	Serious	Severe/multiple injuries, equipment damage or major environmental effect that can be controlled
5	Extreme	Death and/or serious structural damage or major environmental effect that cannot be controlled

Table S3 Likelihood Rating (L)

1	Improbable	A highly unlikely event
2	Unlikely	An unlikely event, could occur if control measures are disregarded
3	Probable	An event which may occur despite existing control measures
4	Occasionally	An event likely to occur unless control measures are improved
5	Certain	An event which will occur unless immediate controls are applied

Table S4 Scoring Matrix (R)

1-4	Low	Activities in this category present minimal levels of impact or risk and are unlikely to occur, proceed with these activities as planned and monitor against objectives
5-9	Medium	Activities in this category present minor levels of impact or risk. The application of risk management strategies to reduce the impact or risk is advised. Consider ways of modifying the process or implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP)
10 +	Serious	Activities in this category present serious and unacceptable levels of impact or risk. Consider ways of modifying the process and implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP). Additional control measures and monitoring may be required.
15 +	High	Activities in this category present high levels of impact or risk and should not be allowed to proceed without very careful planning. Consider consulting specialists. The company should evaluate whether the activity is necessary in the first place or whether alternative processes are available.
20 +	Extreme	Activities in this category present extreme levels of impact or risk, such as loss of life or breach of legislation and must not be undertaken.

The risk rating (R) is calculated by multiplying the likelihood (L) by the severity (S), $L \times S = R$. In this way, the potential of a risk affecting operations is evaluated according to its perceived severity. Where a legislative requirement for change is identified, an automatic score of 25 is given since immediate corrective action is required to ensure compliance.

Five Steps to Risk Assessment

Step 1	Look for hazards	Walk around the work area, paying attention to activities and materials that have the potential to cause harm. Identify materials and substances, as well as equipment and tools. Observe activities in the workplace as well as how people perform the activities. Ask employees what they think and review applicable manufacturers' health and safety data sheets.
Step 2	Decide who might be harmed and how	Groups of people that may be affected including school staff, cleaners, maintenance personnel, Pay particular attention to disabled people, essential visitors and lone workers
Step 3	Evaluate the risks and decide whether current controls are adequate	Consider how likely it is that each hazard could cause harm by using risk ratings to prioritize risk. Determine whether or not you need to do more to reduce the risk and implement control measures (actions list) if the risks are not adequately controlled
Step 4	Record your findings	Keep written records for future reference in order to demonstrate compliance to legal requirements (e.g. manual handling, working in confined spaces)
Step 5	Review risk assessments and revise if necessary	Review and revise the risk assessment when there is any significant change (e.g. new hazards arise due to new substances and processes). Regularly review the risk assessment to check that the precautions for each hazard still adequately control the risk and, if necessary, reassess the risk.

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Increasing the confidence of Staff and Pupils for the full reopening of the school from 8th March 2021	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Identified symptoms of COVID-19. - Staggering of drop off and collection point failings. - Failure of staff to wear appropriate PPE and RPE. - Everyday hygiene and COVID-19 control procedures lapse 	4	4	16	High	<ol style="list-style-type: none"> 1. All staff and pupils will be subject to a temperature check if they present with a fever or a feeling of being unwell. 2. All staff have been issued with lateral flow tests (LFT). All staff must test twice a week (Sunday & Wednesday). Results must be reported to Track and Trace and Sam Matthews. 3. All parents and carers can access LFT's and are strongly encouraged to test weekly. Information has been sent to families. 4. Drop off / collection times will be staggered between 08:35 a.m. – 08.45 a.m. and afternoon between 15.00 p.m. and 15.15 p.m. All pupils and will be required to wash / cleanse their hands upon entry and exit to the classroom. 5. Signs will be clearly displayed on all routes within the school building. 6. All school staff will have access to a mask, gloves, apron and sanitiser if they wish. Government guidelines Feb 2021 states "the majority of staff will not require PPE beyond what they would normally need for work. PPE is only needed when working with an individual who has become ill with Covid or intimate care needs" 7. Visitors to have their details logged by the Reception staff. All visitors will complete a Visitor Questionnaire upon arrival to the Reception Office. 8. Barriers and signs will be placed in the centre of the main corridor to ensure a one-way traffic system. 9. The medical room (for emergencies only) will be entered via the playground door. We will be operating a strictly 1 at a time procedure with the room being cleaned between visits. 10. Breakfast and Afterschool Clubs will resume, children accessing these clubs will be placed in small, consistent groups. 11. Lunches will be served in both halls. Extra time has been given between sittings so tables and seats can be thoroughly cleaned. 12. Any staff member, pupil or visitor who reports as having the symptoms of COVID-19 (loss of smell & taste, high temperature & new dry cough) must report this to the Head Teacher. 13. Pupils with symptoms will be taken to the PPA room (Isolation room) where they will isolate until their adult comes to collect them. The room will be cleaned and disinfected once the pupil has left. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Ensuring the safety of pupils and staff within the classroom	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Failure of teachers keeping their pupils at their desk during the day. - Class sizes going over planned quota. - Everyday hygiene and COVID-19 control procedures lapse 	4	4	16	High	<p>Pupils and staff to wash their hands with soap and water or alcohol based sanitizer</p> <ul style="list-style-type: none"> - When they arrive at school - After break - Before lunch - After lunch <p>After sneezing, coughing and after using the toilet</p> <ol style="list-style-type: none"> 1. Alcohol-based sanitisers are available in classrooms and near entry points. 2. Where possible windows to be kept open to increase airflow and ventilation. Staff will open windows upon arrival in the classroom. The premises manager will open windows in the communal areas upon arrival. It is important to create a good airflow in the classroom. 3. Internal doors will remain open (where safe to do so) throughout the school building to avoid contamination with door handles. All classroom door must remain open. 4. Staff to encourage pupils to avoid touching their face with unwashed hands. 5. Tissues will be provided in classrooms, and staff to ensure that both they and pupils sneeze and cough into them before being binned. 6. Staff to reinforce these rules daily and identify those pupil's in their class that need support with this. 7. The school will provide a second pedal lid bin for each classroom for used tissues in addition to the general wastepaper bin, which will be emptied at various intervals throughout the day. 8. Pupils will be limited to bringing in a book bag and packed lunch from home. 9. Pupils to bring their own water bottle with their name on it. Water fountains will be turned off but children can refill their bottles using outside trough. <p>Latest guidance states that 'all teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed'.</p> <ol style="list-style-type: none"> 10. PE kit which will be worn to school on PE days (all children). Staff must inform parents when additional PE is to take place. 11. PE lessons will be taught outside or in a well ventilated hall. All contact sports to be avoided i.e. football. 	4	1	4	Low

							12. The hill and climbing area will remain open to pupils and will be cleaned regularly with the sanitiser gun. 13. All soft furnishings and soft toys in EYFS have been cleaned and put back in the relevant classes. They will be washed weekly at a temperature of 60 degrees or above. 14. Staff have been advised not to use the air conditioning units or the fans in their classrooms.				
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Staff confident of daily cleaning measures and what action to take if there is a suspected case of COVID-19 in the school	Exposure to COVID-19 Virus	- Cleaning staff not sticking to their allocated rota, checklist, not completing an appropriate deep clean	4	4	16	High	1. An additional cleaner will be on site from 12:00 p.m. All cleaners have been issued with a cleaning checklist and expectations about deep cleans. 2. Throughout the day, the cleaner will ensure that all items on their checklist including toilets are completed. Cleaners and adults must social distance when working in an enclosed areas. 3. Anti-bacterial spray and cloths will be available in each classroom for staff to use. 4. Signing sheets have been placed in key areas of the school which cleaners sign once the area has been cleaned completing that area. These will be checked by Ricky to show that regular cleaning has taken place. 5. When staff and pupils leave the school at the end of the day the Premises manager and cleaners will ensure a thorough clean of the building before the end of the day. 6. In the event of a suspected coronavirus case of either adult or child, the cleaner has been instructed to immediately disinfect surfaces the person has come into contact with, including objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas i.e. toilets, banisters, door handles, chair in the isolation room etc. 7. Any adult or pupils showing symptoms will be asked to complete a test to confirm if they have the virus. Results of the test should be shared with the Head Teacher and emailed to welfare@brentfield.brent.sch.uk as soon as they arrive. 8. The cleaner will wear disposable gloves, apron and mask and will wash their hands with soap and water once they remove their gloves and apron. 9. The cleaner will use disposable cloths and blue paper roll, which will be disposed of in a rubbish bag and tied immediately after use, which will be placed in a designated infection control area for 5 days.	4	1	4	Low

							<div>10. If the pupil or staff member tests negative, the rubbish bag can be placed in with normal waste.</div> <div>11. Where the pupil or staff member tests negative, they can return to their setting and the fellow bubble members can end their self-isolation. The school will require proof before they are allowed back to school. Where the pupil or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 10 days. The other household members of that wider bubble or group do not need to self-isolate, unless the pupil or staff member they live with in that group subsequently develops symptoms. The school will also check with PHE for further guidance if needed.</div> <div>12. If the pupil or staff member tests positive, the school will arrange for a specialist clinical waste contractor (PHS) to attend site and remove. The bubble will be closed if a member of the bubble tests positive.</div> <div>13. School to make arrangements for informing the parent community in the event of a child testing positive.</div>				
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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL

Staff aware of new housekeeping rules i.e. fire drill / PEEPS maximum number of pupils in any one class / first aid provision / pupil re-orientation /PAT testing/Water Management/ Gas safety/Asbestos management	Exposure to COVID-19 Virus	- New rules not clear to staff	4	4	16	High	<ol style="list-style-type: none"> 1. The school's existing fire evacuation routes will resume in the spring term. Evacuation routes are clearly confirmed to staff, and signage throughout the school accurately reflects this. 2. Where class rugs are permitted they will be cleaned 3. A fire drill to be held in March to ensure all staff, including new staff and pupils are aware of the new procedures. 4. Continue usual water management routines. 5. Government guidelines have confirmed that class sizes will return to normal. In Ks 2 classrooms have been rearranged in line with government guidelines (children facing front and a space between staff and children. The school will operate a whole year group bubble. 6. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 7. For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. 8. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 9. Classroom entry and exit routes have been determined and appropriate signage in place. 10. School staff administering general first aid are to wear appropriate PPE as provided by the school. Each classroom will be provided with a First Aid kit containing bandages, antibacterial wipes, plasters, gloves and first aid slips to keep records. Staff will be trained in the appropriate use of PPE. Staff will need to complete a google doc when they administer first aid. 11. Staff to advise the Welfare Officer of a time to come to the classroom for those pupils who will need medication administered for their medical needs i.e. asthma. Welfare Officer will come to the classroom door only. 12. Pupils to come to school in their full school uniform. Parents may wish for their child to wear a face mask whilst travelling to and from school. They will not be allowed to use a face mask during the school day, due to lack of appropriate training information for pupils on how to wear a face mask. 13. Changes to the school day / timetables are shared with parents. 14. The curriculum has been adapted to support the children in returning to school. 15. Staff have been trained to support wellbeing, mental health and bereavement. The curriculum has been planned to support this. 	4	1	4	Low
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Staff reassurance on the social distancing rules	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Multiple staff using staffroom appliances without cleaning them down before and after use. - Breach of 2 metre social distancing rule 	4	4	16	High	<ol style="list-style-type: none"> 1. The school will have in place 2 staffrooms (main staffroom for Yr 3-6 staff and ICT classroom for EYFS – Yr2 and inclusion staff. Office staff can use the main staffroom but outside of class breaks). 2. Any appliances that are used shall be wiped clean using the provided antibacterial wipes. Any spoons/utensils used should be washed and the area should be kept clean at all times. 3. Staff will only be able to use allocated toilets to avoid cross infection. 4. Pupil break times will be staggered to reduce congestion and contact at all times. 5. Plastic barriers will be placed in the Playgrounds to ensure pupils are only with their bubble. 6. On all staircases, "keep left" will be placed. Staff are aware they must give way to individuals coming from outside the school building into the school building. Staff must supervise pupils at all times and ensure they follow the rules when walking around the school. 7. Specialists, therapists, Inclusion team and other support staff for pupils with SEND will provide interventions as usual. 8. The school will ensure that appropriate support is made available for pupils with SEND. Teaching assistants and specialist staff from both within and outside the school can work with pupils in different classes or year groups. 9. Invited visitors will be allowed and must adhere to the entering the site protocol. They will be accompanied by the premises manager. 10. Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. 11. Phone call to parents if potential breaches of social distancing with pupils are not taking place. The school's Behaviour Policy will be enforced and fixed term exclusions will be applied. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils,</p>	Exposure to COVID-19 Virus	Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	<ol style="list-style-type: none"> General reminders for hygiene (posters, alerts, bottom of email signatures, staff noticed boards, newsletters, circulars, etc.) All staff have been issued with lateral flow tests (LFT). All staff must test twice a week (Sunday & Wednesday). Results must be reported to Track and Trace and Sam Matthews. Effective handwashing facilities and soap available (i.e. upon entry and exit of the building plus in teacher's classrooms plus full consideration of school visitors). All non-essential visitors will be excluded from the school building Governor Meetings will be held at school from 8th March 2021. Parents will only be able to enter the school site by invitation only. Follow usual absence periods for sickness and pre-vet the individual prior to allowing them to return to school via the following questions – have you or any member of your household got any symptoms of COVID-19 as listed on page 1 of this risk assessment. If answering yes for the individual they must take a LFT. If any members of their family have any symptoms of COVID-19 then the individual must household isolate for 10 days The individual is not to return to school until such time as they have completed their isolation period or getting additional advice from NHS 111.before allowing them to return they are to firstly get tested. Staff and pupils will have access to home testing kits (PCR), provided to schools by the Government. Tests for staff can either be undertaken on site, or at the walk-through Harlesden testing centre All staff and children will be expected to take a Covid-19 test within 24 hours should they display symptoms. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Where an increased risk of COVID-19 is present via: Increased absence rates of pupils or staff; - Local increase in sickness e.g. flu, gastric, COVID-19; - Public health alerts; - Suspected cases of specific illness in school or within the community (e.g. COVID-19 local lockdowns)	4	4	16	High	Increase hygiene procedures. 1. Communication with key people including key information (staff, pupils and families). 2. Specific hygiene lessons in class using government/nhs videos where appropriate 3. Increased enforcement of handwashing before eating of food. 4. Consider the types of events and make changes as necessary (E.g. those where there are lots of close contact / touch points). 5. Review <i>Core Control Measures</i> and make changes as necessary. 6. Daily review of the situation.	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Where a significant risk is present: - Direct case or increased likelihood of cases; - Public health advice for restrictions.	4	4	16	High	The school will reduce contact situations during the Spring and Summer terms, including Limited assemblies to phases in a well ventilated large hall. Whole School events; Swimming; Trips. Consider: - Any screening measures e.g. LFT; - Increase time of exclusion from school for those with symptoms (beyond the Government Guidelines); - Sending home any pupils or staff with <i>any</i> of the COVID-19 symptoms - Additional cleaning including deeper cleans.	4	1	4	Low
			PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u>		Where specific and / or significant changes or restrictions need to be in place:									
Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	- High levels of sickness; - High rates of absence; - Significance of danger, disease, or illness.	4	4	16	High	- Part / full closure of the school / classes - Local Lockdown - Deep cleans; - Close of building; Exclusion of non-essential visitors including contractors. Singing will be allowed from 5.10.20 in line with government guidance issued on	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u>											
Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	National guidelines are updated daily and school lapses in following advice	4	4	16	High	The school shall have the most recent information from the government, and this is to be distributed throughout the school Community .via school website 1. Head Teacher to ensure daily checks are made with Government updates. 2. Any change in information to be shared with Chair of Governors and communicated to parents, pupils and staff. 3. Website information is automatically updated. 4. Pupil updates via classroom teacher as necessary.	4	1	4	Low
ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
							All pupils and all staff working with pupils are adhering to current advice.				

<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Precautionary measures are not been followed in school	5	3	15	High	1. Posters around school including Reception, dining hall and in corridors. 2. Teachers to reiterate message during class time with pupils: <ul style="list-style-type: none"> Covering your cough or sneeze with a tissue; Then throwing the tissue in a bin; Avoid touching your eyes, nose and mouth with unwashed hands. 3. COVID-19 information is on the school website <ul style="list-style-type: none"> Website documents in place and updated accordingly. 4. Cleaning products used in school to meet necessary standards 5. Cleaning staff: <ul style="list-style-type: none"> Ensure that all toilet/bathroom facilities are well stocked; Ensure that cleaners' resources are adequate and are effective against COVID-19. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled; To provide hand sanitiser stations for reception area. 	5	1	5	Medium
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Specific guidelines regarding school trips are not followed	4	3	12	Serious	National guidelines state that in <i>after school activities</i> – pupils must wash hands and after any travel on public transport – this is adhered to by all staff leading sports events. After school sports club will start in the Summer Term for Years 4,5 & 6 1. Usual risk assessments apply. 2. Staff follow updated national guidelines on travelling to busy places. 3. School can provide hand sanitiser for pupils and adults to use after traveling on public transport. (The school confirms there will be no school trips in the Spring term).	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
							National guidelines: People who display the 3 symptoms of Covid-19 (a new continuous cough, a high temperature or a loss of, or change in, your normal sense of taste or smell, anosmia) should stay at home and should not attend work or any education or childcare setting.				

<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	<p>Exposure to COVID-19 Virus</p>	<p>Staff do not report sickness</p> <p>Staff are unwell but attend School</p> <p>Staff absence increase</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>1. Head Teacher will:</p> <ul style="list-style-type: none"> Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessment to staff. Ensure all staff agree to taking a Covid test within 24hrs. Remind staff of the sickness policy during any lock down period or staff isolation. <p>2. Staff to inform Head Teacher immediately of contact with anyone who has the symptoms of the virus, self-isolating, or positive diagnosis and follow medical advice.</p> <p>3. In the event of teaching staff absence:</p> <ul style="list-style-type: none"> School will use teachers/HLTAs available in the school or supply teachers to cover absences. If appropriate, classes will be split. The Head Teacher will review this in the event of changing guidelines from DfE. In the event of significant staff absence, the Senior Leadership Team (SLT) will review the viability of the school remaining open. The Head Teacher will consult with the Chair of Governors. If the school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. Only essential tasks will be carried out during a staff shortage period (attendance, first aid, salaries/payroll, etc.). If the Headteacher is sick, the Deputy Headteacher will lead the school, if both the Headteacher and Deputy Headteacher are not in school a member of the SLT will lead the school. In the event of a local lockdown with staff and pupils at home who are not well and still able to access education, work will be set electronically. Pupils will be expected to complete tasks at home. All pupils will be set up with their own email address so that teachers can continue to undertake lessons via google classrooms. A separate individual risk assessment will be completed for all staff using the NHS guidelines. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ <p>The school has an above average percentage of pupils and staff from a BAME background. We will work with HR and occupational health and use our discretion to consider solutions for staff to alleviate their fears. Individual risk assessments are in place.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Staff do not report travel plans to / from any country outside the UK excluding the Channel Islands and Republic of Ireland A member of their household who has travelled to / from any country outside the UK excluding the Channel Islands and Republic of Ireland	4	3	12	Serious	National guidelines: National guidance changes frequently regarding quarantine when returning to the UK. People who have returned from any country outside the UK excluding the Channel Islands and Republic of Ireland should keep updated with current guidelines about self-isolating.. People with symptomatic (a new continuous cough, a high temperature or a loss of, or change in, normal sense of taste or smell, anosmia) after visiting any country outside the UK excluding the Channel Islands and Republic of Ireland should self-isolate for 10 days and not attend work or any education or childcare setting. Head Teacher will: <ul style="list-style-type: none"> Communicate to staff the importance of following national guidelines in weekly briefings. Remind staff to follow the sickness policy during the lock down period / staff self-isolate. NB: Holiday arrangements for staff to bear in mind. Staff must ensure they have checked the latest guidance to ensure the country they are visiting is exempt from quarantine upon return to the UK. Staff who are unable to return to work due to quarantine restrictions have been advised they must take special unpaid leave and will need to provide evidence of their inbound flight boarding pass to ensure they are quarantining or self-isolating in the UK as per the latest government guidelines. Staff must check Gov.uk guidelines. Head Teacher will send a letter of expectation to parents reminding them of their responsibility to quarantine as per government guidelines Premises Manager to remind cleaning Personnel to follow guidelines in accordance with the Public Health England (PHE).	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL

<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Siblings at another School report unwell and family confused as to appropriate action	4	4	16	High	The school has the most recent information from the government, and this is distributed throughout the school community. Head Teacher will: <ul style="list-style-type: none"> Obtain updated advice from Public Health England (PHE) and NHS 111 – to inform family immediately. Communicate with families and reiterate the message of gaining advice from PHE / NHS 111. 	4	1	4	Low
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Vulnerable pupils and adults in the School are exposed to illness	4	4	16	High	School to communicate appropriately with their most vulnerable pupils, Health care plans are updated and instruction from GPs followed. Staff report to Head Teacher <ul style="list-style-type: none"> Staff to get advice from NHS 111 immediately and the PHE team. Advice on cleaning spaces will be given by PHS – await advice. Finance and Premises Manager: Advice on rubbish, which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. Staff to self-isolate and journey home by car where possible. Child reported to head Teacher and taken to the Isolation. Parents informed immediately and asked to collect immediately and contact NHS on 111. The school will contact PHE. PPA room will be used as an isolation room until parents collect – advice is for the child to be supervised by a non-vulnerable adult – to sit 2 metres away. Room to be isolated. Avoid touching people, surfaced or objects and advised to cover their mouth and nose with a disposable tissue. PPE will be provided for the adult. Head Teacher to get advice from PHE / NHS 111 and inform the Chair of Governors and the Local Authority 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Virus detected in Brentfield.	5	4	20	Extreme	All staff understand the symptoms of COVID-19 and follow School agreed process of reporting. <ul style="list-style-type: none"> Follow guidance from PHE. Head Teacher to call PHE immediately. All staff to take a Covid-19 test within 24 hours. Contact the Local Authority to inform them of the outbreak. All staff must ensure they understand the NHS test and trace process and how to contact the Public Health England Protection Team.	5	1	5	Medium

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Catering staff absent – and school meals no longer available	4	4	16	High	<ul style="list-style-type: none"> Ensured precautions are in place for all staff on site. Kitchen staff to work in teams and ensure a safe distance at all times. <ul style="list-style-type: none"> - Washing hands continuously. - Clean aprons to be worn before service. - Wipe surfaces before and after use with disinfectant. - Kitchen staff to use disposable cloths. - Use of sanitiser Ensure the kitchen space and toilet for kitchen staff is cleaned as appropriate. Inform Head teacher of any staff displaying COVID-19 symptoms. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	S	L	R	RISK LEVEL	CONTROL MEASURES	S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Poor communication	4	4	16	High	All staff / pupils are aware of the current actions and COVID-19 control requirements. The Governing Board to approve Brentfield's Risk Assessment Head Teacher to brief all staff on Risk Assessment. Staff to be issued with Risk Assessment. Frequent communication with Parents via school website to advise of any updates / changes as per Government guidelines.	4	1	4	Low