

This risk assessment will be reviewed regularly and is therefore subject to change. Safeguarding is the responsibility of all staff, therefore all incidents must be recorded and reported in a timely fashion in order to maintain a culture of vigilance.

LEOPOLD PRIMARY SCHOOL - WORKPLACE COVID-19 RISK ASSESSMENT																																									
<b>Risk Assessment Title: LEOPOLD PRIMARY SCHOOL</b>	<b>Date of Assessment:</b> 07/07/2020 <b>Revised:</b> 02/11/2020		<b>Assessor Name:</b> Nkechi Obinwanne		<b>Assessor Position</b> Head of School																																				
<b>Risk Assessment Context:</b>	<p>The school has fully assessed how many pupils and staff can be on site at any one time from the 3rd September 2020. This decision is based on government guidance. individual risk assessments and guidelines for distancing are now fully in place. All pupils will return to school for a full day however start times, breaks, lunches and home times will be staggered in order to maintain Year group bubbles.  <b>Weekly updates are actioned as directed by the DfE. The structure of the phased return will be as follows:</b></p> <p>Autumn 1                      All pupils at school at the beginning of the academic year. Staff INSET took place on Wednesday 2<sup>nd</sup>, Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2020. All pupils returned on Monday 7<sup>th</sup> September 2020.</p> <p>Autumn 2                      All pupils to return to school on November 2<sup>nd</sup> 2020. National lockdown from midnight November 5<sup>th</sup>. Schools to remain open. No breakfast or afterschool clubs at present.</p> <p><b>Safeguarding</b>                      Everyone is responsible for the safeguarding of children, and should report any concerns or incidents in a timely manner. Staff must stay alert and vigilant on site all day, every day.</p> <p><b>Gwenneth Rickus Site</b></p> <table border="1"> <thead> <tr> <th>Staggered Start Date</th> <th>Use KS1 Hall and KS1 Playground</th> <th>Use main hall and KS2 playground</th> <th>Start</th> <th>Play</th> <th>Lunch 45 minutes total to avoid overlap in playground</th> <th>Home</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4</td> <td></td> <td>8:30am</td> <td>10:30am</td> <td>12:00am</td> <td>3:00pm</td> </tr> <tr> <td>2</td> <td>5</td> <td></td> <td>8:45am</td> <td>10:45am</td> <td>12:30pm</td> <td>3:15pm</td> </tr> <tr> <td>3</td> <td>6</td> <td></td> <td>9:00am</td> <td>11:00am</td> <td>1:00pm</td> <td>3:30pm</td> </tr> <tr> <td>Reception</td> <td></td> <td></td> <td>8:30 am</td> <td>N/A</td> <td>11:30am</td> <td>3:00pm</td> </tr> </tbody> </table> <p>EYFS will enter and leave via the KSD1 gate beside the EYFS playground (gate C)                      KS1 will use the KS1 main gate (gate A)</p>						Staggered Start Date	Use KS1 Hall and KS1 Playground	Use main hall and KS2 playground	Start	Play	Lunch 45 minutes total to avoid overlap in playground	Home	1	4		8:30am	10:30am	12:00am	3:00pm	2	5		8:45am	10:45am	12:30pm	3:15pm	3	6		9:00am	11:00am	1:00pm	3:30pm	Reception			8:30 am	N/A	11:30am	3:00pm
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	KS2 will enter via the back gate (gate B)
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<b>Location:</b> Leopold Gwenneth Rickus School 242-250 Brentfield Road Neasden, NW10 8HE	<b>Operation/Process:</b> COVID-19 controls	<b>COVID-19 common symptoms:</b> - Loss of smell/taste / Skipped meals - Unusual shortness of breath / Unusual fatigue / Fever - Persistent cough /Hoarse voice - Diarrhoea / Abdominal pain - Unusual chest pain or tightness in your chest - Confusion, disorientation, drowsiness	<b>Frequency of exposure:</b> Various
		<b>Equipment to be used:</b> Task Specific Gloves, Handwashing Basins with hot water, soap and towels / hand dryer, Alcohol Gel / Foam dispensers, Cleaning Wipes and Disinfectant, Respiratory protective equipment where 2m social distancing cannot be maintained	<b>Duration of exposure:</b> Various
		<b>Substances to be used:</b> Alcohol Gel / Foam, Hand Soap, Cleaning Wipes and Disinfectant	<b>Monitoring Required:</b> If exposed
		<b>COSHH Assessment Required?</b> No	
<b>Manual Handling Assessment Required?</b> No			
<b>Noise Assessment Required?</b> No			

Evidence of understanding the requirements of this Risk Assessment must be recorded in the briefing register (see [Appendix A](#)). Please specify the work activity covered within the briefing register. [Table S1 Criticality Matrix](#)

Likelihood of Occurrence (L)	Severity Rating (S)				
	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)**

**Table S3 Likelihood Rating (L)**

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

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. All hazards which present legitimate concerns to stakeholders or clients also receive an automatic score of 25 in order to initiate immediate corrective action. The results of the above scoring methodology are recorded on the risk register. From this, the risks are prioritised for action on the basis of their risk score.

**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, staff 60+, BAME people, separate individual risk assessments for staff at high risk, 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.
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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
Increasing the confidence of Staff and Pupils coming to school following the school closure (20 <sup>th</sup> March 2020)	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> <li>- Planned rota failings.</li> <li>- Identified symptoms of COVID-19.</li> <li>- Staggering of drop off and collection point failings.</li> <li>- Failure of staff to wear appropriate PPE and RPE.</li> <li>- Everyday hygiene and COVID-19 control procedures lapse</li> </ul>	4	4	16	High	<ol style="list-style-type: none"> <li>1. All staff and pupils will confirm their fitness upon arrival at school each morning. Anyone displaying COVID symptoms on page 1, will not be allowed access to the school building.</li> <li>2. BAME staff on public transport to avoid travelling during rush hour and to have a later start.</li> <li>3. Every member of staff has an individual risk assessment with travel and commuting adjustments stipulated if required</li> <li>4. Display posters for staff on entry showing symptoms that must be checked before they enter the school</li> <li>5. All staff to complete questionnaire to be assessed for individual risk assessment if necessary.</li> <li>6. Drop off / collection times will be staggered between 08:30 a.m. – 09:00 a.m. and afternoon between 15:00 and 15:30. All pupils and will be required to wash / cleanse their hands upon entry and exit.</li> <li>7. In order to keep the classes intact, there will be no Breakfast or After School Club provision in the autumn term. This will be reviewed on a termly basis.</li> <li>8. Pupils seating arrangements will be organised in rows in order to reduce the risk of transmission.</li> <li>9. Desks will be front facing in lines with Government guidelines</li> <li>10. The school will place safety awareness signs outside the school gates to ensure parents maintain the social distancing rules of 2 metres.</li> <li>11. All school staff will be provided with a full-face visor and mask, gloves. In addition, hand sanitiser will be available throughout the school.</li> <li>12. All staff to the school will fob in as usual. The visitor / staff signing in and out terminal will be used contactless by main staff members. Supply staff must sanitise their hands after using the Inentry system</li> <li>13. PPA cover teachers must wear visors and must teach only from the front of the class to reduce the risk of transmission.</li> <li>14. There will be no large gatherings at school therefore no whole school assemblies and staggered lunches.</li> <li>15. Lunch to take place in main hall as well as the KS1 hall</li> </ol>	4	1	4	Low

							<p>16. One-way systems put into place for all children-. Staircase labelled for groups, and arrows on floor for use. Toilets will be labelled for each year group.</p> <p>17. All staff to the school will fob in as usual hands free. Visitor signing in book only.</p> <p>18. Pupils will have a staggered lunch in year groups and will take over two halls</p> <p>19. Lunch registers will be used to pre-populate lunches</p> <p>20. Any staff member, pupil or visitor who reports as having the symptoms of COVID-19 as list on page 1 of this Risk Assessment must report isolate and the Head Teacher</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

<p>Ensuring the safety of pupils and staff within the classroom</p>	<p>Exposure to COVID-19 Virus</p>	<ul style="list-style-type: none"> <li>- Failure of teachers keeping their pupils at their desk during the day.</li> <li>- Class sizes going over planned quota.</li> <li>- Everyday hygiene and COVID-19 control procedures lapse</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Pupils and staff to wash their hands with soap and water after entering the classroom, particularly after coming to school and after breaks, after sneezing, after using the toilet and before and after handling or eating food.</li> <li>2. Alcohol-based sanitisers are at the entrance of each classroom and in the dinner halls with clear signs</li> <li>3. Hand dryers all disconnected and no longer in use.</li> <li>4. Paper towels to be put into every toilet</li> <li>5. Where possible windows to be kept open to increase airflow and ventilation.</li> <li>6. Internal doors will remain open throughout the school building to avoid contamination with door handles.</li> <li>7. Cleaning rota in place to ensure cleaning is completed at regular intervals</li> <li>8. Staff to encourage pupils to avoid touching their face with unwashed hands.</li> <li>9. Tissues will be provided in classrooms, and staff to ensure that both they and pupils sneeze and cough into them before being binned.</li> <li>10. Staff to identify those pupil's in their class that need support with this.</li> <li>11. Pupils will not use any rooms with air conditioning or fans.</li> <li>12. 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.</li> <li>13. Pupils will be instructed not to bring anything to school i.e. rucksacks / book bags etc. Pencils / rulers and stationery etc will be provided by the school and placed in a plastic zipped wallet labelled with the pupil's name.</li> <li>14. School to order water bottles for every child. Pupil are allowed to bring their own bottles.</li> <li>15. Pupils seating arrangements will be changed to be in line with guidance</li> <li>16. Pupil will wear their own kit on their pe days.</li> <li>17. PE lessons will be taught outside, where possible. All contact sports to be avoided i.e. football. PE teacher to consider athletics for pupils.</li> <li>18. Outdoor equipment will be cleaned before and after use with a sanitiser.</li> <li>19. Unnecessary items will be removed from classrooms where there is space to store it elsewhere.</li> <li>20. Drinking water fountains taped off and not to be used</li> <li>21. Please refer to the Good Behaviour policy</li> <li>22. PPA cover teachers must wear visors and must teach only from the front of the class to reduce the risk of transmission.</li> </ol>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
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			<p>PRE-CONTROL EVALUATION</p>		<p>POST-CONTROL EVALUATION</p>
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ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	RISK LEVEL				CONTROL MEASURES	RISK LEVEL			
			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. Cleaner on site all day. All cleaners have been issued with a cleaning checklist which is checked by site manager 2. When staff and pupils leave the school after 3.30pm, the Caretaker and cleaners will ensure a thorough clean of the building before the next day. 3. In the event of a suspected coronavirus case of either adult or child, the area must be isolated immediately and cleaner instructed to disinfect surfaces only when it is safe to do so. PHE and DFE to be informed immediately. 4. 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. 5. 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. 6. Where the pupil or staff member tests negative, they can return to their setting and the fellow household 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, guidance will be taken from PHE and the DFE will inform the school of the next steps to follow, which may result in the rest of their class will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate, unless the pupil or staff member they live with in that group subsequently develops symptoms. 7. The local authority to also be informed if a pupil or staff member tests positive 8. School to make arrangements for informing the parent community in the event of a child or adult testing positive	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
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	Exposure to COVID-19 Virus	- New rules not clear to staff	4	4	16	High	<ol style="list-style-type: none"> <li>1. All staff are aware that the current evacuation routes would cause multiple year groups to come into contact. Evacuation routes have been amended during the pandemic and are clearly confirmed to staff, and signage throughout the school accurately reflects this. Staff inset on arrival</li> <li>2. Government guidelines have confirmed that the maximum number of pupils in each class is 30. Staffing allocation to groups determined, including consistency and solutions to insufficient staffing numbers.</li> <li>3. Classroom entry and exit routes have been determined and appropriate signage in place.</li> <li>4. Half termly fire drill to be held for staff and pupils on to ensure all are aware of the procedures.</li> <li>5. Appropriate resources are available within all classrooms and sharing of equipment / stationery to be minimised</li> <li>6. 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.</li> <li>7. Staff to be made aware of pupils in their care needing medication i.e. diabetes / asthma. Dedicated first aider to keep a daily log of medical/first aid incidents and enter classrooms by consent of teacher on duty. Duty first aider to be identified on board each day.</li> <li>8. All PEEPS must be kept up to date and plans for individual needs</li> <li>9. First Aider on site posters displayed and shared and first aider to wear packs</li> <li>10. First aider to check all classes have a first aid box across year groups.</li> <li>11. 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.</li> <li>12. As of August 2020, it is not a requirement for Primary aged pupils to wear a mask.</li> <li>13. Adult access permitted for emergencies and exceptional circumstances only and must wear a face mask on these occasions</li> <li>14. Changes to the school day / timetables are shared with parents.</li> </ol>	4	1	4	Low



							<p>15. Staff trained to prepare pupils for a return to academic work and new social situations are developed and shared by all school staff. This includes bringing together pupils who have remained at home during closure and those still at home and celebrate non-academic achievements of pupils whilst at home / during school closure.</p> <p>16. Staff to be trained in the preparation week to support wellbeing, mental health and resilience, including bereavement support.</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
Staff reassurance on the 2 metre social distancing rules	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> <li>- Multiple staff using canteen appliances without cleaning them down before and after use.</li> <li>- Breach of 2 metre social distancing rule</li> </ul>	4	4	16	High	<ol style="list-style-type: none"> <li>1. The school will have in place coffee / tea facility stand set up in the staffroom</li> <li>2. The boiler/kettle in the staff room can continue to be used.</li> <li>3. A maximum of 10 staff will be allowed in the staff room, at any one time, as long as they are socially distanced. Breaks will be staggered. A second staff established</li> <li>4. Any appliances that are used shall be wiped clean using the provided antibacterial wipes.</li> <li>5. Toilets checked regularly and all hand dryers disconnected.</li> <li>6. Pupil breaktimes will be staggered to reduce congestion and contact at all times between 10.30am and 11.30am.</li> <li>7. All Playgrounds to be used EYFS playground for EYFS Front playground and back playground for year 5 and 6, Back playground for year 1-4, ensure pupils stay in sectioned area</li> <li>8. Staff are aware they must give way to colleagues and adhere to group timings to avoid contact coming along the corridor.</li> <li>9. Avoid holding face-to-face meeting where possible in favour of internal phone calls or short teleconferencing meetings. If face-to-face meeting are to occur, then the 2-metre social distancing requirement shall be maintained at all times and a steady flow of air maintained via the opening of the windows. Keep any face to-face meetings very short.</li> <li>10. Parent meetings to take place via zoom/telephone</li> <li>11. Only school staff and pupils will be allowed access to the building. Parents will not be allowed on site, they can however, contact the school by phoning the school office or via email on the admin email address.</li> <li>12. Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</li> <li>13. Phone call to parents if potential breaches of social distancing with pupils are not taking place and in the case of repeat or deliberate breaches.</li> <li>14. Travelling by walking, cycling and other modes of active travel is strongly encouraged. Public transportation should be avoided if possible. Pupils using public transportation must wear face coverings as per the TFL guidance.</li> </ol>	4	1	4	Low

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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils,</p> <p>Access for Chair of governors and Board to monitor site</p> <p>Access for Local Authority and candidates for interview- please see Safeguarding leaflet upon arrival Wk beginning 13.7.20 – Year 1 Parent of one year 1 allowed on site to give medication 11.30am daily via Front Office</p> <p>Please see point 7 for measures put in place for EYFS classroom visits No parents are permitted into the school building unless they have a pre-approved appointment.</p>	Exposure to COVID-19 Virus	Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	<p>1. General reminders for hygiene (posters, alerts, bottom of email signatures, staff noticed boards, newsletters, circulars, etc.)</p> <p>2. Effective handwashing facilities and soap available (i.e. upon entry and exit of school plus in teacher's classrooms plus full consideration of school visitors). All non-essential visitors will be excluded from the school building i.e. social workers, parents. Governor Meetings will be held via Zoom on an online stream. Maintenance Personnel will be allowed on site to enable the school to continue with their statutory obligations.</p> <p>3. If site visits are essential, a visitor screening check must be completed in advance and submitted to the school before any visit can go ahead. Face coverings must be worn.</p> <p>4. Air conditioning units to be turned off, pending further advice</p> <p>5. Windows to be opened each day in all rooms, weather permitting</p> <p>6. 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 self-isolate for 7 days and produce an NHS Isolation Note - <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a> . If any members of their family have any symptoms of COVID-19 then the individual must household isolate for 14 days and produce an NHS Isolation Note - <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>. The individual is not to return to school until such time as they have completed their isolation period and before allowing them to return they are to firstly get tested - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and pass the results on to the Head Teacher who will then make a decision.</p> <p>7. EYFS parents will be given a time slot to visit the classroom. This is in place of our EYFS Open Morning. The following precautions will be put in place for parents being on site on this day:</p> <ul style="list-style-type: none"> <li>- social distancing should be maintained at all times during the visit.</li> <li>- Visit times will be staggered to allow for minimum crossover and interaction</li> <li>- No more than one adult permitted per child</li> <li>- Masks should be worn as per government guidance</li> <li>- Cleaning stations will be in place outside each classroom to allow for hand sanitising upon entry and exit of the classroom</li> </ul> <p>Classrooms will be deep cleaned at the end of the day</p>	4	1	4	Low

<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Where an increased risk of COVID-19 is present via:</p> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff;</li> <li>- Local increase in sickness e.g. flu, gastric, COVID-19;</li> <li>- Public health alerts;</li> <li>- Suspected cases of specific illness in school or within the community (e.g. COVID-19 / gastric)</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>Managing an outbreak:</p> <ol style="list-style-type: none"> <li>1. Seek the most recent advice from DFE and PHE</li> <li>2. When a person goes home symptomatic, if deemed necessary the class will be sent home to self-isolate and the symptomatic person asked to be tested.</li> <li>3. The outcome of the test should be shared with the school.</li> <li>4. If negative, the class can then return to school.</li> <li>5. If a positive result, the class must self-isolate for 14 days</li> <li>6. If the person chooses not to be tested, they and the whole class must self-isolate for 14 days before returning to school.</li> <li>7. Any person developing symptoms must report to the school</li> <li>8. The school will liaise with DFE, PHE and the local authority in the event of a positive case of COVID-19</li> <li>9.</li> </ol>	<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
<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Where a significant risk is present:</p> <ul style="list-style-type: none"> <li>- Direct case or increased likelihood of cases;</li> <li>- Public health advice for restrictions.</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>The school will reduce contact situations during the pandemic: there will be no:</p> <ul style="list-style-type: none"> <li>- Assemblies;</li> <li>- School events; - Swimming; - Trips.</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school; (Brent does not endorse the use of temperature checks at entrance gate)</li> <li>- Increase time of exclusion from school for those with symptoms (beyond the Government Guidelines);</li> <li>- Sending home any pupils or staff with <b>any</b> of the COVID-19 symptoms as list on page 1 of this Risk Assessment; - Additional cleaning including deeper cleans.</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Where specific and / or significant changes or restrictions need to be in place:</p> <ul style="list-style-type: none"> <li>- High levels of sickness;</li> <li>- High rates of absence;</li> <li>- Significance of danger, disease, or illness.</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<ul style="list-style-type: none"> <li>- Part / full closure of the school / classes;</li> <li>- Deep cleans;</li> <li>- Close of building use;</li> <li>- Exclusion of non-essential visitors including contractors.</li> </ul>	<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
<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>National guidelines are updated daily and school lapses in following advice</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>The school shall have the most recent information from the government, and this is to be distributed throughout the school Community.</p> <ol style="list-style-type: none"> <li>1. Head Teacher to ensure daily checks are made with Government updates.</li> <li>2. Any change in information to be shared with Chair of Governors and communicated to parents.</li> <li>3. Website information is automatically updated.</li> <li>4. Pupil updates via classroom teacher as necessary.</li> </ol>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
<p>ACTIVITY/PROCESS</p>	<p>HAZARD(S)</p>	<p>RISK(S)</p>	PRE-CONTROL EVALUATION				<p>CONTROL MEASURES</p>	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
							<p>All pupils and all staff working with pupils are adhering to current advice.</p>				

<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Precautionary measures are not been followed in school</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>High</p>	<ol style="list-style-type: none"> <li>Posters around school including Reception, dining hall and in corridors.</li> <li>Teachers to reiterate message during class time with pupils:                             <ul style="list-style-type: none"> <li>Covering your cough or sneeze with a tissue;</li> <li>Then throwing the tissue in a bin;</li> <li>Avoid touching your eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>COVID-19 information is on the school website                             <ul style="list-style-type: none"> <li>Website documents in place and updated accordingly.</li> </ul> </li> <li>School Bursar to get advice from HPT on the cleaning products we should be using in school to ensure that these meet necessary standards</li> <li>Cleaning staff:                             <ul style="list-style-type: none"> <li>Ensure that all toilet/bathroom facilities are well stocked; □</li> <li>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;</li> <li>To provide hand sanitiser stations for reception area.</li> </ul> </li> </ol>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Medium</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
<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Specific guidelines regarding school trips are not followed</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Serious</p>	<p>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. All after school activities suspended at this time</p> <ol style="list-style-type: none"> <li>Usual risk assessments apply.</li> <li>Staff follow updated national guidelines on travelling to busy places.</li> <li>School can provide hand sanitiser for pupils and adults to use after traveling on public transport.</li> </ol> <p>(The school confirms there will be no school trips this term).</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>

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>National guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting.</p>				

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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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	<p>Staff do not report sickness</p> <p>Staff are unwell but attend School</p> <p>Staff absence increase</p>	4	4	16	High	<p>1. Head Teacher will:</p> <ul style="list-style-type: none"> <li>Communicate to staff the importance of following national guidelines in virtual staff Briefings and distribute copies of risk assessment to staff.</li> <li>Remind staff of the sickness policy during any lock down period or staff isolation.</li> </ul> <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"> <li>School will bring in Supply Teachers to cover absence.</li> <li>If appropriate, classes will be split. The Head Teacher will review this in the event of changing guidelines from DfE.</li> <li>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.</li> <li>Only essential tasks will be carried out during a staff shortage period (attendance, first aid, salaries/payroll, etc.).</li> <li>If the Headteacher is sick, the Head of School will lead the school, if both the Headteacher and Head of School are not in school a member of the SLT will lead the school.</li> <li>In the event of a school closure 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.</li> </ul>	4	1	4	Low

<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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 travel plans to / from any country outside the UK excluding the Channel Islands and Republic of Ireland</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p> Serious</p>	<p><b>National guidelines:</b> People who have returned from any country not in the exempt destination list should self-isolate for 14 days and not attend work, any education, or childcare setting.</p>	<p>4</p>	<p>1</p>	<p>4</p>	<p> Low</p>
		<p>A member of their household who has travelled to / from any country outside the UK excluding the Channel Islands and Republic of Ireland</p>					<p>People with <b>symptomatic</b> should self-isolate for 7 days and not attend work or any education or childcare setting.</p> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>Communicate to staff the importance of following national guidelines in weekly briefings.</li> <li>Remind staff to follow the sickness policy during the lock down period / staff self-isolate.</li> </ul> <p><b>NB:</b> Holiday arrangements for staff to bear in mind. If staff book a summer holiday outside of the exempt list, they must self-isolate for 14 days at their holiday destination and upon return they must self-isolate for 14 days in the UK. Staff must check Gov.uk guidelines.</p> <p><b>Bursar</b> to remind Maintenance Personnel to follow guidelines in accordance with the National Institute for Health Protection.</p>				

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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Siblings at another School report unwell and family confused as to appropriate action</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p> High</p>	<p>The school has the most recent information from the government, and this is distributed throughout the school community.</p> <p><b>Head Teacher will:</b></p> <ul style="list-style-type: none"> <li>Obtain updated advice from Health Protection Team and NHS 111 – to inform family immediately.</li> <li>Communicate with families and reiterate the message of gaining advice from HPT / NHS 111.</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>	<p> Low</p>

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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Vulnerable pupils and adults in the School are exposed to illness</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>School to communicate appropriately with their most vulnerable pupils, Health care plans are updated and instruction from GPs followed.</p> <ul style="list-style-type: none"> <li>• <b>Staff</b> report to <b>Head Teacher</b></li> <li>• <b>Staff</b> to get advice from NHS 111 immediately and the Health Protection Team Advice on cleaning spaces will be given by HPT</li> <li>• <b>School Bursar:</b> 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.</li> <li>• <b>Staff</b> to self-isolate and journey home by car where possible.</li> <li>• <b>Child</b> reported to head Teacher and taken to the Isolation Room (any available room where a pupil can be isolated until further notice).</li> <li>• <b>Parents</b> informed immediately and asked to collect immediately and contact NHS on 111 to arrange a test. The school will contact HPT.</li> <li>• Boardroom to 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.</li> <li>• <b>Head Teacher</b> to get advice from HPT / NHS 111 and inform the Chair of Governors and the Local Authority</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Virus detected in Leopold Primary School</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Extreme</p>	<p>All staff understand the symptoms of COVID-19 and follow School agreed process of reporting.</p> <ul style="list-style-type: none"> <li>• Follow guidance from <b>HPT</b>.</li> <li>• <b>Head Teacher to call HPT immediately.</b></li> </ul>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Medium</p>

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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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	Catering staff absent – and school meals no longer available	4	4	16	High	<p><b>School catering staff</b></p> <ul style="list-style-type: none"> <li>Ensured precautions are in place for all staff on site.</li> <li>Kitchen staff to work in teams of 2 to ensure there is continuation of school meals in the event of 1 staff member testing positive with Covid-19.                             <ul style="list-style-type: none"> <li>- Washing hands continuously.</li> <li>- Where possible, observe the 2 metre rule within their team.</li> <li>- Wipe surfaces before and after use with disinfectant.</li> <li>- Kitchen staff to use disposable cloths.</li> <li>- Use of sanitiser</li> </ul> </li> <li>Ensure the kitchen space and toilet for kitchen staff is cleaned as appropriate.</li> <li>Inform Head teacher of any staff displaying COVID-19 symptoms.</li> </ul>	4	1	4	Low
<p><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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	Precautionary measures to prevent transmission	4	4	16	High	<p>Everyone is following the handwashing protocol.</p> <ul style="list-style-type: none"> <li>Parents have been informed that pupils and staff should wash their hands upon arrival to the school, prior and after eating and before leaving the school.</li> <li>Avoid touching eyes, nose, and mouth with unwashed hands.</li> </ul>	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><b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b></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>Poor communication</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>All staff / pupils are aware of the current actions and COVID-19 control requirements.</p> <ul style="list-style-type: none"> <li>• Head Teacher to brief all staff on Leopold Primary Risk Assessment.</li> <li>• Staff to be issued with Risk Assessment.</li> <li>• Parents to be issued with Risk Assessment.</li> </ul>	<p>4</p>	<p>1</p>	<p>4</p>	<p>Low</p>
<p><b>Premises safety</b> Lapse of fire, legionella, asbestos, gas and electricity compliance and routine testing</p>	<p>Exposure to COVID-19 Virus to: Staff, Students / pupils</p> <p>Wider safeguarding / safety risks</p>	<p>Failure of fire detection when the emergency fire alarm is raised and children, teachers and visitors not knowing what to do</p> <p>Contamination of water systems due to stagnant water for a period of time</p> <p>Damage to areas where there is identified asbestos and release of dangerous fibres</p> <p>Release of dangerous gas causing an explosion or poisoning</p> <p>Dangers involving electricity due to faults within the electrical system or faulty/damaged portable appliances</p>					<p>All 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls – water management (weekly), asbestos, gas and electricity including servicing of equipment and, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Key fire doors are regularly checked that they have not been compromised or wedged open (includes protected stairwells, cross corridor, on single directional routes etc.)</p>				

**Appendix A – Briefing Register**

<p><b>Title:</b></p>	<p>Leopold Primary School I [COVID-19 Risk Assessment]</p>
<p><b>Activity Covered</b></p>	<p>Daily management of the school during the COVID-19 outbreak</p>

**I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN**

Name	Job Title	Signature	Date

<b>Title:</b>	Leopold Primary School [COVID-19 Risk Assessment]
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Activity Covered		Daily management of the school during the COVID-19 outbreak		
<b>I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN</b>				
Name		Job Title	Signature	Date

<b>Title:</b>		Leopold Primary School [COVID-19 Risk Assessment]		
<b>Activity Covered</b>		Daily management of the school during the COVID-19 outbreak		
<b>I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN</b>				
<b>Name</b>		<b>Job Title</b>	<b>Signature</b>	<b>Date</b>
