

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:</b> LEOPOLD PRIMARY SCHOOL	<b>Date of Assessment:</b> 07/07/2020 <b>Revised:</b> 21/072021 <b>Implemented from</b> 1 <sup>st</sup> September 2021	<b>Assessor Name:</b>  Angela Harvey	<b>Assessor Position</b> Head of School HH site	
<b>Risk Assessment Context:</b>	<p>On Monday 12<sup>th</sup> July 2021, the government announced their plans for the country entering Step 4 of the COVID roadmap.</p> <p>For schools, the following changes have been announced starting from 19<sup>th</sup> July 2021:</p> <ul style="list-style-type: none"> <li>• Pupils no longer required to remain in bubbles</li> <li>• Face coverings will no longer be necessary</li> <li>• Close contacts will no longer be required to self-isolate but will be advised to take a PCR test directly by Track and Trace</li> <li>• Guidance on hygiene measures and ventilation will remain in place</li> </ul> <p>The school has been fully assessed. Pupils and staff will return to school onsite in September 2021. <u>The school day will remain staggered</u> to reduce risks of widespread transmission. This is to ensure that we keep our vulnerable pupils and staff safe and minimise risks as much as possible. We recognise that this can present challenges for families with children in multiple families therefore flexibility will be implemented as follows:</p> <ul style="list-style-type: none"> <li>• The school day will start with a soft start so that parents with pupils in multiple year groups can drop off at one time.</li> <li>• For example: if a family has a child in Year 1 and Year 5, both children can be dropped off at 8:30am at their respective playgrounds.</li> <li>• The end of day times has been brought closer together at 10 minute intervals</li> </ul> <p>If you require further support kindly liaise with Samantha Primus our parent liaison officer or the front office.</p> <p><b><u>Autumn 1</u></b></p> <p>All pupils at school at the beginning of the academic year. Staff INSET will take place on Wednesday 1<sup>st</sup>, Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> September 2021. All pupils returned on Monday 6<sup>th</sup> September 2021.  <b>Hawshead <u>Site September 2021</u></b></p>			
	<b>Start:</b>	<b>Where from:</b>	<b>Finish:</b>	<b>Where from:</b>
<b>Nursery</b>	9am	Nursery side door	11.45am and 3pm	Nursery side door
<b>Reception</b>	9am	EYFS playground	3pm	EYFS playground



<b>Year 1</b>	8.50am	Back playground	3pm	Entrance via Oldfield Rd
<b>Year 2</b>	8.50am	Front playground	3pm	Front playground
<b>Year 3</b>	8:40am	Front playground	3:10pm	Front playground
<b>Year 4</b>	8:40am	Back playground	3:10pm	Entrance via Oldfield Rd
<b>Year 5</b>	8:30am	Back playground	3:20pm	Back playground
<b>Year 6</b>	8:30am	Back playground	3:20pm	Back playground
		<b>Time</b>	<b>Place</b>	
<b>Year 1</b>		10:15am-10:30am	Back playground	
<b>Year 2</b>		10:15am-10:30am	Front playground	
<b>Year 3</b>		10:30am-10:45am	Back playground	
<b>Year 4</b>		10:30am-10:45am	Front playground	
<b>Year 5</b>		10:45am-11am	Back playground	
<b>Year 6</b>		10:45am-11am	Front playground	

<b>Location:</b> Hawkshead Road NW10 9UR	<b>Operation/Process:</b> COVID-19 controls	<b>COVID-19 common symptoms:</b>	<b>Frequency of exposure:</b> Various
		<ul style="list-style-type: none"> <li>- Loss of smell/taste</li> <li>- High temperature</li> <li>- Persistent cough</li> </ul>	<b>Duration of exposure:</b> Various

<b>COSHH Assessment Required? No</b>	<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>Monitoring Required:</b> If exposed
<b>Manual Handling Assessment Required? No</b>	<b>Substances to be used:</b> Alcohol Gel / Foam, Hand Soap, Cleaning Wipes and Disinfectant	
<b>Noise Assessment Required? No</b>		

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.

			PRE-CONTROL EVALUATION		POST-CONTROL EVALUATION
--	--	--	---------------------------	--	----------------------------

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> <li>- New strains of COVID 19 with higher rate of transmission</li> </ul>	4	4	16	High	<ol style="list-style-type: none"> <li>1. Staff reminded of the option to wear PPE if they choose</li> <li>2. 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>3. The school will place safety awareness signs outside the school gates to ensure parents maintain the social distancing rules of 2 metres.</li> <li>4. 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 Inventory system</li> <li>5. Lunch to take place in main hall</li> <li>6. One-way systems put into place for all children-. Staircase labelled for groups, and arrows on floor for use.</li> <li>7. Visitors to fob in and to use wipes directly after</li> <li>8. Any staff member, pupil or visitor who reports as having the symptoms of COVID-19 as list on page 4 of this Risk Assessment and must isolate and report to the Head Teacher</li> <li>9. Collective worship can recommence in phases as well as in the classroom</li> <li>10.Assembly will now recommence.</li> </ol>	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"> <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>	4	4	16	High	<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. Unnecessary items will be removed from classrooms where there is space to store it elsewhere.</li> <li>19. Drinking water fountains taped off and not to be used</li> <li>20. Please refer to the Good Behaviour policy</li> </ol>	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 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. Cleaners must not wipe dry disinfected areas 7. 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. 8. 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 5 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. 9. The local authority to also be informed if a pupil or staff member tests positive 10. 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	1. 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 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. 3. Classroom entry and exit routes have been determined and appropriate signage in place. 4. Half termly fire drill to be held for staff and pupils on to ensure all are aware of the procedures. 5. Appropriate resources are available within all classrooms and sharing of equipment / stationery to be minimised 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. 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. 8. All PEEPS must be kept up to date and plans for individual needs 9. First Aider on site posters displayed and shared and first aider to wear packs 10. First aider to check all classes have a first aid box across year groups. 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. 12. Adult access permitted for emergencies and exceptional circumstances only and must wear a face mask on these occasions 13. Changes to the school day / timetables are shared with parents.	4	1	4	Low





								<p>14. 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>15. Staff to be trained in the preparation week to support wellbeing, mental health and resilience, including bereavement support.</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
Staff reassurance on the hygiene of communal areas	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 boiler/kettle in the staff room can continue to be used.</li> <li>2. Any appliances that are used shall be wiped clean using the provided antibacterial wipes.</li> <li>3. Toilets checked regularly and all hand dryers disconnected.</li> <li>4. Pupil breaktimes will be staggered to reduce congestion and contact at all times between 10.30am and 1100am</li> <li>5. All Playgrounds to be used</li> <li>6. Staff are aware they must give way to colleagues and adhere to group timings to avoid contact coming along the corridor.</li> <li>7. Travelling by walking, cycling and other modes of active travel is strongly encouraged.</li> </ol>	4	1	4	Low
			PRE-CONTROL EVALUATION					POST-CONTROL EVALUATION			

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>Access for Chair of governors and Board to monitor site</p> <p>Please see point 7 for measures put in place for EYFS classroom visits</p> <p>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	<ol style="list-style-type: none"> <li>1. General reminders for hygiene (posters, alerts, bottom of email signatures, staff noticed boards, newsletters, circulars, etc.)</li> <li>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).</li> <li>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 will be encouraged to be worn.</li> <li>4. Air conditioning units to be turned off, pending further advice</li> <li>5. Windows to be opened each day in all rooms, weather permitting</li> <li>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 10 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 10 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.</li> <li>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: <ul style="list-style-type: none"> <li>- Visit times will be staggered to allow for minimum crossover and interaction</li> <li>- Masks will be encouraged to be worn</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> </li> </ol> <p>Classrooms will be deep cleaned at the end of the day</p>	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>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> <li>- Identification of new South African variant</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 they must take a PCR test</li> <li>3. The outcome of the test should be shared with the school.</li> <li>4. If negative, the pupil/staff member can return to school when feeling better</li> <li>5. If the person chooses not to be tested, they must self-isolate for 10 days before returning to school.</li> <li>6. Any person developing symptoms must self-isolate and take a PCR test</li> <li>7. The school will liaise with DFE, PHE and the local authority in the event of a positive case of COVID-19</li> </ol>	<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 a significant risk is present:</p> <ul style="list-style-type: none"> <li>- Direct case or increased likelihood of cases;</li> <li>- Public health</li> </ul>	<p>4</p>	<p>4</p>	<p>16</p>	<p>High</p>	<p>The school will reduce contact situations during the pandemic by:</p> <ul style="list-style-type: none"> <li>- Continuing a staggered day to minimise widespread infection</li> <li>- Reducing outside visitors in the school</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> </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
		advice for restrictions.					- 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.				
<b>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</b>	Exposure to COVID-19 Virus	Where specific and / or significant changes or restrictions need to be in place: - High levels of sickness; - High rates of absence; - Significance of danger, disease, or illness.	4	4	16	High	- Deep cleans; - Close of building use; - Exclusion of non-essential visitors including contractors.	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
<b>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</b>							The school shall have the most recent information from the government, and this is to be distributed throughout the school Community.				

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	<ol style="list-style-type: none"> <li>Head Teacher to ensure daily checks are made with Government updates.</li> <li>Any change in information to be shared with Chair of Governors and communicated to parents.</li> <li>Website information is automatically updated.</li> <li>Pupil updates via classroom teacher as necessary.</li> </ol>	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
<b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b>  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	<p>All pupils and all staff working with pupils are adhering to current advice.</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; □ 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. To provide hand sanitiser stations for main reception area, around the school and individual bottles in classrooms and ensure these are re-filled regularly.</li> </ul> </li> </ol>	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



<p><b>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</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 style="background-color: yellow;">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>1. Usual risk assessments apply.</li> <li>2. Staff follow updated national guidelines on travelling to busy places.</li> <li>3. School can provide hand sanitiser for pupils and adults to use after traveling on public transport.</li> </ol>	<p>4</p>	<p>1</p>	<p>4</p>	<p style="background-color: green;">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
							National guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting.				

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 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>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>4</p>	<p>3</p>	<p>12</p>	<p> Serious</p>	<p><b>National guidelines:</b> The government currently have a traffic light system. Travel to Red countries is not advised. Individuals returning from red countries must self-isolate and take PCR tests.</p> <p>Travel to amber countries is not advised. Individuals who are double vaccinated are not required to isolate on return. Non-vaccinated individuals are required to self-isolate and test</p> <p>Travel to green countries is permitted.</p> <p>People with <b>symptoms</b> (continuous cough, high temperature, loss of taste and smell,) should not return to work and get a PCR test. If the test is negative, they may return to work.</p> <p><b>Head Teacher</b> will:</p> <ul style="list-style-type: none"> <li>Communicate to staff the importance of following national guidelines in weekly briefings via staff newsletter.</li> <li>Remind staff to follow the sickness policy during the Covid pandemic</li> </ul> <p><b>NB:</b> Holiday arrangements for staff to bear in mind. If staff book a holiday they may need to self-isolate for 10 days at their holiday destination and upon return they must self-isolate for 10 days in the UK. Staff must check Gov.uk guidelines and may not get paid.</p> <p><b>Bursar</b> to remind Maintenance Personnel to follow guidelines in accordance with the National Institute For Health Protection (PHE).</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><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</b> will:</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>	Exposure to COVID-19 Virus	Vulnerable pupils and adults in the School are exposed to illness	4	4	16	High	<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 or 0800 046 8667 immediately and the PHE team. Advice on cleaning spaces will be given by PHS – await advice.</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>• Child 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 or 0800 046 8667. The school will contact PHE.</li> <li>• Board room 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. Anti-bacterial gel and PPE to be store safely within the room</li> <li>• <b>Head Teacher</b> to get advice from PHE / NHS 111 or 0800 046 8667 and inform the Chair of Governors and the Local Authority</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			

<b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b>	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 Leopold Primary School	5	4	20	Extreme	All staff understand the symptoms of COVID-19 and follow School agreed process of reporting.	5	1	5	Medium
								<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>				

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION				
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL	
<b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b>	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	<b>School catering staff</b> <ul style="list-style-type: none"> <li>Ensured precautions are in place for all staff on site.</li> <li>Washing hands continuously.</li> <li>Wipe surfaces before and after use with disinfectant.</li> <li>Kitchen staff to use disposable cloths.</li> <li>Use of sanitiser</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
<b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b>							Everyone is following the handwashing protocol.					

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 to prevent transmission	4	4	16	High	<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
<b><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></b>  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	<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>	4	1	4	Low
<b>Premises safety</b> Lapse of fire, legionella, asbestos, gas and electricity compliance and routine testing	Exposure to COVID-19 Virus to: Staff, Students / pupils  Wider safeguarding / safety risks	<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>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>				



		Release of dangerous gas causing an explosion or poisoning													
		Dangers involving electricity due to faults within the electrical system or faulty/damaged portable appliances													

**Appendix A – Briefing Register**

<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 HEREIN</b>							
Name		Job Title		Signature		Date	
Alan	McDougall	Chair of Governors					



# LEOPOLD PRIMARY SCHOOL

School Telephone. 0208 459 5654  
 Nursery Telephone. 0208 451 1738  
 Fax. 0208 459 6245  
 Email. [admin@leopold.brent.sch.uk](mailto:admin@leopold.brent.sch.uk)  
[www.leopold.brent.sch.uk](http://www.leopold.brent.sch.uk)


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

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

Name	Job Title	Signature	Date



# LEOPOLD PRIMARY SCHOOL

School Telephone. 0208 459 5654  
Nursery Telephone. 0208 451 1738  
Fax. 0208 459 6245  
Email. [admin@leopold.brent.sch.uk](mailto:admin@leopold.brent.sch.uk)  
[www.leopold.brent.sch.uk](http://www.leopold.brent.sch.uk)


<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>



**LEOPOLD**  
PRIMARY SCHOOL

School Telephone. 0208 459 5654  
Nursery Telephone. 0208 451 1738  
Fax. 0208 459 6245  
Email. [admin@leopold.brent.sch.uk](mailto:admin@leopold.brent.sch.uk)  
[www.leopold.brent.sch.uk](http://www.leopold.brent.sch.uk)
