Result of COVID-19 risk assessment

Introduction

The risk assessment is a dynamic document, initially carried out in line with our Risk Assessment Policy as published on The Brooke Weston Trust website. It is continually reviewed and updated as necessary, particularly in response to changing guidance.

For each risk, control measures have been identified to manage the risk as effectively as possible. The risks identified and key measures in place to control them so that students, staff and visitors are kept as safe as possible are set out on page two of this document.

Risk control and mitigation strategies have followed the 'system of controls' set out in Government guidance for schools. This system of controls is a set of actions schools must take.

Control Measures:

1) Ensure good hygiene for everyone

2) Maintain appropriate cleaning regimes

3) Keep occupied spaces well ventilated

4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Risks and key controls

Risk 1	Risk of COVID-19 being brought into school
Key control measures	Staff/students/visitors MUST not enter the site if they are displaying any COVID-19 symptoms or if anyone in their household is. Staff and students have been informed about the need for self-isolation as advised by the Government. Clear signage is in place at the front gates to highlight this. All visitors to site will be asked to confirm this. Students and staff are encouraged to participate in regular, twice weekly asymptomatic testing. Regularly clean and disinfect common contact surfaces at entrances, in reception, office, access control and delivery areas e.g. telephone handsets, desks, particularly during peak flow times. Require all persons to sanitise their hands before entering or leaving the site at all entrances – signage used to remind and encourage.
Risk 2	Insufficient availability of staff to fulfil all school duties
Key control measures	Staff are reminded of HR procedures relating to absence and availability to work in line with normal school procedures and any affected by the COVID-19 pandemic i.e. health status change/change in household status/suspected confirmed case of COVID-19. Absence lines monitored each morning. Staffing levels monitored daily to ensure all key areas of the schools' operation can be fulfilled. Risk assessments and any individual measures will be put into place for any staff who require it. Maintain good working links with more than one supply agency to ensure adequate resource pool for supply staff.
Risk 3	Loss of key staff due to isolation
Key control measures	Leadership hierarchy in place (Principal, 2 x VPs, AP x 3) Five DSLs in place to support safeguarding (E.James, E.Toye, L.Arnold, A. Reynolds, B. Armstrong, K Chatfield). Multiple key holders in place to ensure building can be opened (Principal, Site Manager, Site supervisor, School Business Manager, Vice Principal x 2). School Business Manager is trained on all the evacuation procedures.
Risk 4	Suspected case of COVID-19 displaying symptoms whilst at school
Key control measures	PPE is worn if a suspected case requires first aid or if social distancing cannot be maintained. Areas occupied and equipment used by the affected person will be identified, secured and then thoroughly cleaned and disinfected following latest guidance. Person displaying symptoms must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. One member of staff will be designated to support the ill person and all other persons should maintain a safe distance. A COVID isolation room has been identified (FA room) and a designated toilet will be used (DT GF). Access to this toilet will be restricted if used by a person with a suspected case and cleaned thoroughly before being made available to use. The COVID isolation room will also be cleaned. If school receives notification of a suspected case the in-school COVID response team will make accurate records and ensure that the family are aware of all guidelines. In the case of a staff member the COVID response team will manage this also. A Covid-19 Response Team (CRT) has been identified and roles clearly defined. All suspected cases are logged on MS Teams and monitored by the CRT. Parents are signposted to the correct guidance and asked to follow the NHS test and trace process.
Risk 5	A confirmed case of COVID-19 in School
Key control measures	Symptom protocols to be followed by all staff, student and visitors. Staff/students/visitors MUST not enter the site if they are displaying any COVID-19 symptoms or if anyone in their household is. Staff and students have been informed about the need for self-isolation and advised to contact NHS Test & trace as advised by the Government. All visitors to site will be asked to confirm this. Enhanced cleaning (infection prevention and control) regimes in accordance with published guidance.

	Review and increase signage displayed around school in occupied areas reminding to undertake good personal hygiene and symptoms.
	COVID response team to report to the Principal immediately. Decision tree to be followed. All protocols are kept by each member of the COVID team and an additional copy at reception. Front-of house staff to be briefed clearly on passing details on without delay as they are likely to be the first point of contact.
	Regular contact will be maintained with any symptomatic person or their family. This is managed by the COVID response team.
	If an asymptomatic child tests positive during lateral flow testing in school, they and their parents will be informed. The child will either be sent home with parental consent or held in isolation until they can be safely collected. The family will be asked to arrange for a confirmation PCR test. The household will be asked to isolate until the result of the PCR is known. If the PCR is negative, they can cease isolation and return to school.
	If an asymptomatic child tests positive during lateral flow testing at home, they should inform the school and isolate until they undertake a confirmatory PCR test. If the PCR is negative they can return to school.
Risk 6	Spread of Covid-19 from exposure from others due to: 1) living with someone with a confirmed case. 2) Has come into close contact with a confirmed case
Key control measures	Symptom protocols to be followed by all staff, student and visitors. Staff/students/visitors MUST not enter the site if they are displaying any COVID-19 symptoms or if anyone in their household is. Staff and students have been informed about the need for self-isolation as advised by the Government. Clear signage is in place at the front gates to highlight this. All visitors to site will be asked to confirm this.
	Should staff or students disclose that people living with them are self-isolating, they will be advised to follow latest isolation guidelines and Government guidance.
	Staff and students are provided with home testing kits and are encouraged to undertake twice weekly testing.
	Following government guidance, all staff, students and visitors are required to wear masks in communal areas.
Risk 7	Poor hygiene by school occupants
Key control measures	School occupants reminded daily via signage to: • wash hands regularly using soap for at least 20 seconds • 'catch it, bin it, kill it' • Use sanitiser provided Cleaning check sheets in welfare facilities and teaching areas and signed by cleaning staff. Students reminded verbally by school staff throughout the school day to observe the hygiene practices detailed above. Staff and students reminded to avoid touching face/eyes/nose/mouth using signage. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins with bin bags for tissues with regular removal and disposal. Supplies of sanitiser, tissues and bins are readily available around school. Ensure that ventilation is maximised using natural fresh air or mechanical extraction systems. Classroom windows to be opened at least once per day. Signage advising users how to report empty soap and sanitiser dispensers. Orders of cleaning supplies, soap and hand sanitiser are processed regularly and stock levels are maintained with supplies securely stored. Staff and students are expected to sanitise when entering the restaurant or before and after eating. Staff and students advised to ventilate all rooms wherever possible. All classrooms must be ventilated at breaktimes. Sanitising stations around the school increased and all staff and students briefed to santise before using any shared equipment Cleaning equipment available on all teaching pods. Staff to clean before and after use.
Risk 8	Lack of awareness of risks from Covid-19

Key control measures	Staff training, briefings and regular communication to remind all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This includes informing personnel of the known symptoms.

Students and parents provided with clear guidance outlining risks including references to government documentation. |
| **Risk 9** | Infection prevention and control (cleaning) regimes insufficient or ineffective |
| Key control measures | An enhanced cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

Cleaning staff to be included in all staff communications so they are kept updated of developments in school and expectations for reporting absence etc. Note most cleaners do not use school email. Alternative methods of effective communication are in place.

Implement a 'clean as you go' culture, with other school staff undertaking some cleaning tasks such as wiping classroom desks and doors before and after each lesson.

Infection control BWT guidance is followed.

Only cleaning products supplied by the school are to be used and stock levels are maintained.
Bin liners should be used in all bins and waste disposed of in line with guidance. All bins to be emptied daily.
Supply chain for usual stock identified. Multiple sources of all cleaning materials identified as required through this risk assessment. Do not rely on a single supplier.

Cleaning staff working patterns have been reorganised to ensure that sufficient coverage in terms of personnel is available both during and after the school day.

The site team have a timetable of cleaning that follows the timetable for students so that they know when more frequent cleaning is required in specialist and communal areas. A formal programme of review to take place each week with the 'SLT timetabler' and the site manager to ensure adequate review and amendment should there be any adjustments to the school timetable as the curriculum develops.

Cleaning rotas adjusted to ensure adequate cleaning of frequently used areas/touched surfaces. |
| **Risk 10** | Insufficient maintenance and use of school environment and facilities (including electrical and mechanical plant) increases risk of transmission or other issues |
| Key control measures | Site teams maintain statutory maintenance and compliance activities and report completion via Every Compliance Management system.

Cleaning staff available throughout the day.

Where possible and comfortable, to increase the supply of fresh air, non-fire doors and windows will be opened.

Air conditioning in individual rooms or portable units operate on 100% fresh air intake

Increase flow rate of extraction to maximise fresh air flow using the BMS.

Regular monitoring of CO_2 levels in school |
| **Risk 11** | Bubble or whole school required to isolate / lock-down due to outbreak |
| Key control measures | The school has drafted an outbreak management plan to deal with localised outbreaks resulting in large groups isolating or school closure.

Remote learning will continue to be provided for isolating students.

Electronic communications to parents and the school community will be rapid.

All teaching staff have materials available ready for an immediate switch to remote learning.

Staffing levels to be reviewed as a consequence of any outbreak management plans in place.

Staff are informed daily of any students who are isolating and will provide appropriate home learning work to be accessed online. |