



JOHN KEBLE PRIMARY SCHOOL - WORKPLACE COVID-19 RISK ASSESSMENT			
Risk Assessment Title: John Keble School [COVID- 19 Risk Assessment]	Date of Assessment: 24/02/2021	Assessor Name: Tim Johnston and the Board of Governors	
Risk Assessment Context:	<p>This Risk Assessment will be reviewed on a weekly basis and updated where necessary using the latest Government/NHS guidance. The DfE expectation is that all pupils, in all year groups, will return to school full-time from the 8th March 2021. School attendance will be mandatory for all, but shielding staff and children, which means the usual rules on school attendance will apply. The school will communicate clear and consistent expectations around school attendance to parents. The school has fully risk assessed and will implement a “system of controls” which build on the hierarchy of Covid-19 protective measures currently in place.</p> <p>The school day starting and finishing times will be as follows: (please note soft start will be at 8.30 a.m each morning) Nursery children will enter and exit the school via the Nursery Gate near the school office (08:30 a.m. – 11.45 p.m.) Reception children entry and exit via the single gate on Crownhill Road (08:30 a.m. – 15.00 pm) All children in Years 1-6 will enter via the main gate on Crownhill Road (08:30 a.m - 15.15 p.m). No adults will be allowed on site. At the end of the day, Year 5 and Year 6 home alone children will be taken to the gate on Manor Park Road and dismissed via this gate at 3.15pm. Years 1-4 and children collected in Years 5 and 6 will leave via the main gate on Crownhill Road and the gate on Manor Park once the Year 5 and 6 home alone children have left.</p> <p>The main gate on Crownhill Road will open at 3.05 to allow parents to arrive and wait for children. Parents collecting children from reception will be able to collect their children at 15.00 and walk up the drive for 15.15.. Adults collecting children will be asked to wear masks due to the congestion on the drive.</p> <p>The school will follow its Business Continuity Plan in the event of a community spike of Covid-19, which may lead to a local lockdown. Teachers will revert to remote learning.</p> <p>The School Streets term-time restriction of motorised traffic on a road by a school during the school's pick-up and drop-off period will resume on 8th March 2021. Residents, blue badge holders and emergency vehicles will be exempt from the restrictions, as will pedestrians and cyclists. Physical barriers will be used to block the road and will be managed by school staff. Timings will be 8.15 am to 9.15 am each morning and 14.50 pm to 15.30 pm each evening.</p>		
Location: School Premises	Operation/Process: COVID-19 controls	COVID-19 common symptoms: <ul style="list-style-type: none"> - Loss of smell/taste (anosmia) - A new continuous cough - A high temperature 	Frequency of exposure: Various
COSHH Assessment Required? No	Equipment to be used: Task Specific Gloves, Handwashing Basins with soap and towels / hand dryer, Alcohol Gel / Foam dispensers, Cleaning Wipes and Disinfectant, respiratory and protective equipment		Duration of exposure: Various
Manual Handling Assessment Required? No			
Noise Assessment Required? No	Substances to be used: Alcohol Gel / Foam, Hand Soap, Cleaning Wipes and Disinfectant, bleach solution, sanitiser		Monitoring Required: If exposed



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)

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

Table S3 Likelihood Rating (L)

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

Table S4 Scoring Matrix (R)

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



The risk rating (R) is calculated by multiplying the likelihood (L) by the severity (S), $L \times S = R$. In this way, the potential of a risk affecting operations is evaluated according to its perceived severity. Where a legislative requirement for change is identified, an automatic score of 25 is given since immediate corrective action is required to ensure compliance. All hazards which present legitimate concerns to stakeholders 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, essential visitors and lone workers
Step 3	Evaluate the risks and decide whether current controls are adequate	Consider how likely it is that each hazard could cause harm by using risk ratings to prioritize risk. Determine whether or not you need to do more to reduce the risk and implement control measures (actions list) if the risks are not adequately controlled
Step 4	Record your findings	Keep written records for future reference in order to demonstrate compliance to legal requirements (e.g. manual handling, working in confined spaces)
Step 5	Review risk assessments and revise if necessary	Review and revise the risk assessment when there is any significant change (e.g. new hazards arise due to new substances and processes). Regularly review the risk assessment to check that the precautions for each hazard still adequately control the risk and, if necessary, reassess the risk.



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Increasing the confidence of Staff and Pupils returning to school on a full time basis from September 2020	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Identified symptoms of COVID-19. - Staggering of drop off and collection point failings. - Everyday hygiene and COVID-19 - control procedures lapse 	4	4	16	High	<ol style="list-style-type: none"> 1. Drop off / collection times will be as outlined on Page 1 of this Risk Assessment. 2. All pupils and will be required to wash / cleanse their hands upon entry to any room. Pupils will need to wash their hands after taking their masks off (if one has been worn to school). These will be kept in their plastic wallets where parents cannot take them away. 3. The school will place safety awareness signs outside the school gates to ensure parents maintain a safe distance. 4. All staff will need to be available to work in school from 8th March, except those that are shielding, with NHS letters. Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) 5. PPE equipment will be provided, so it can be used when necessary. Staff who would like to wear masks in corridors will be permitted to do so. 6. Signs are in place to ensure a one-way system on the drive. A keep left system will be in place in the building. 7. Only one parent will accompany their child (ren) to school for drop off/ pick up. 8. All staff to the school will sign in using their fob. Visitors will give their details to reception staff. 9. Breakfast Clubs will continue. 10. 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 this to the Head Teacher. 11. The school will engage with the Track and Trace system, LA, local health protection team and will notify Ofsted (if the school closes). 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Ensuring the safety of pupils and staff within the classroom	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Failure of teachers keeping their pupils at their desk during the day. - Class sizes going over planned quota. - Everyday hygiene and COVID-19 control procedures lapse 	4	4	16	High	<ol style="list-style-type: none"> 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. 2. Alcohol-based sanitisers are at the entrances to school, in the dinner hall and in classrooms with no sinks. 3. Where possible windows to be kept open to increase airflow and ventilation. 4. Internal doors will remain open throughout the school building to avoid contamination with door handles, where possible. Fire doors must remain shut. 5. Staff to encourage pupils to avoid touching their face with unwashed hands. 6. Tissues will be provided in classrooms, and staff to ensure that both they and pupils sneeze and cough into them before being binned. 7. Staff to identify the pupils in their class that need support with this. 8. 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. 9. 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. On PE days, children will come to school in their PE kits. 10. Home learning will be set electronically on tapestry, google classrooms, spellingshed and mathletics. 11. Children will read a levelled book in class. Books will be allowed home on a specific day and then left in a box for 72 hours before being returned to their shelf (out every Thursday, returned on a Monday). 12. No pupil books are to be taken home by staff. Marking is to be completed at school. 13. Pupils to bring their own water bottle with their name on it. Outside water fountains have been taped off and will be out of use during the pandemic. 14. Music lessons will be taught in the performing arts hall or outside. Groups of 15 can be taught in the music room. Musical instruments will be sanitised between each group and no instruments which require a mouthpiece will be used e.g. a recorder. 15. All contact sports to be avoided i.e. football. 16. No fans or free standing heaters are to be used in classrooms. 	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	<ol style="list-style-type: none"> 1. All cleaners have been issued with a cleaning checklist, which is to be completed each day. 2. Throughout the day, the cleaner will ensure that all items on their checklist are completed and ticked off on their list. 3. When staff and pupils leave the school, the site manager and cleaners will ensure a thorough clean of the building before the end of the day. 4. In the event of a suspected coronavirus case of either adult or child, the cleaner has been instructed to immediately disinfect surfaces the person has come into contact with, including objects which are visibly contaminated with body fluids and all potentially contaminated high-contact areas i.e. toilets, banisters, door handles, chair in the isolation room etc. 5. 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. 6. 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. 7. If the pupil or staff member tests negative, the rubbish bag can be placed in with normal waste. The pupil or staff member can then 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, the school will follow guidance set out in https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 9. If the pupil or staff member tests positive, the school will arrange for a specialist clinical waste contractor (PHS) to attend site and remove. 	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"> 1. The school's existing fire evacuation routes will resume. Evacuation routes are clearly confirmed to staff, and signage throughout the school accurately reflects this. 2. A fire drill will be held early March for all staff, including new staff, to ensure everyone is aware of the evacuation procedures before pupils return to school. 3. Government guidelines have confirmed that class sizes will be normal. Classrooms have been rearranged to allow as much space between pupils / staff as is practical. The school will operate a whole year group bubble. 4. All teachers and other staff can, if needed, operate across different classes and year groups in order to facilitate the delivery of the school timetable. 5. Pupils in Years 2-6 will be seated at forward facing desks and side by side where possible. 6. For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. 7. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 8. Classroom entry and exit routes have been determined and appropriate signage in place. 9. Appropriate resources are available within all classrooms and sharing of equipment / stationery to be prevented. 10. School staff administering general first aid are to wear appropriate PPE as provided by the school. Each classroom will be provided with a First Aid kit containing bandages, antibacterial wipes, plasters, gloves and first aid slips to keep records. Staff will be trained in the appropriate use of PPE. 11. Staff to advise the Welfare Officer of a time to come to the classroom for those pupils who will need medication administered for their medical needs i.e. diabetes / asthma. Welfare Officer will come to the classroom door only. 12. Pupils to come to school in their full school uniform. Parents may wish for their child to wear a face mask whilst travelling to and from school. They will not be allowed to use a face mask during the school day, due to lack of appropriate training information for pupils on how to wear a face mask. 13. INSET meetings will take place virtually or in a hall to allow for socially distancing. 	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 reassurance on maintaining a safe distance	Exposure to COVID-19 Virus	<ul style="list-style-type: none"> - Multiple staff using canteen appliances without cleaning them down before and after use. - SEND pupils receive appropriate interventions 	4	4	16	High	<ol style="list-style-type: none"> 1. The school will have in place four coffee / tea stations. (ZE's office, main school kitchen, staffroom and the conference room in Keble Hall) 2. The boiler in the staff room can continue to be used. 3. Strictly no tea rounds will be allowed. Any appliances that are used shall be wiped clean using the provided antibacterial wipes. 4. Staff will be allocated a coffee/tea station and toilet to use. 5. Pupil break and lunch times will be staggered to reduce congestion and contact at all times. The dinner hall and playground have been divided into zones. Tables and chairs will be wiped after each sitting. 6. Plastic barriers will be placed in the Junior and Infant Playgrounds to ensure pupils are only with their year group. 7. On both staircases, a keep left system will still be implemented. Staff are aware they must give way to individuals coming from outside the school building into the school building. 8. Specialists, therapists, Inclusion team and other support staff for pupils with SEND will provide interventions as usual. External visitors will have Individual Risk Assessments carried out by their team line manager. 9. The school will ensure that appropriate support is made available for pupils with SEND. Specialist staff from both within and outside the school can work with pupils in different classes or year groups. 10. Food bank supplies will be pre-bagged. 11. Meet the Teacher will take place virtually and parents evening will be reviewed after Easter. 12. Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. 13. Phone call to parents if potential breaches of the school rules with pupils are not taking place and in the case of repeat or deliberate breaches. The school's Behaviour Policy will be enforced and fixed term exclusions will be applied. 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils,</p>	Exposure to COVID-19 Virus	Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	<ol style="list-style-type: none"> 1. General reminders for hygiene (posters, alerts, bottom of email signatures, staff noticed boards, newsletters, circulars, etc.) 2. Effective handwashing facilities and soap available (i.e. upon entry and exit of school plus in teachers' classrooms plus full consideration of school visitors). 3. Parents can come into the school office, but where possible parents will be encouraged to phone or e-mail the office. 4. 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 - https://111.nhs.uk/isolation-note/. 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 - https://111.nhs.uk/isolation-note/. 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 firstly get tested - https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and pass the results on to the Head Teacher who will then make a decision. 5. Staff and pupils will have access to home testing kits, provided to schools by the Government. Tests for staff can either be undertaken on site, or at the walk-through Harlesden testing centre. Staff have access to lateral flow tests at any time. A positive lateral flow test must be followed up with a PCR test. 6. All staff must sign a declaration to agree to take a Covid-19 test within 24 hours should they display symptoms. 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	<p>Where an increased risk of COVID-19 is present via:</p> <ul style="list-style-type: none"> - Increased absence rates of pupils or staff; - Local increase in sickness e.g. flu, gastric, COVID-19; - Public health alerts; - Suspected cases of specific illness in school or within the community (e.g. COVID-19 / gastric) 	4	4	16	High	<ol style="list-style-type: none"> 1. Increase hygiene procedures. 2. Communication with key people including key information (staff, pupils and families). 3. Specific hygiene lessons in class. 4. Increased enforcement of handwashing before eating of food. 5. Consider the types of events and make changes as necessary (e.g. those where there are lots of close contact / touch points). 6. Review <i>Core Control Measures</i> and make changes as necessary. 7. Daily review of the situation. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION						
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL			
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	<p>Where a significant risk is present:</p> <p>Direct case or increased likelihood of cases; Public health advice for restrictions.</p>	4	4	16	High	<p>The school will reduce contact situations during the remainder if the spring term: there will be no:</p> <ul style="list-style-type: none"> Whole School Events Assemblies Swimming Trips <p>Songs of Praise for Year 6 will continue. All other year groups will attend one year group at a time, so Year 1 and 2 will attend alternate weeks, Years 3, 4 and 5 will attend every 3 weeks. Two year groups will attend Mass each week in the large hall.</p> <p>Consider:</p> <ul style="list-style-type: none"> - Increase time of exclusion from school for those with symptoms (beyond the Government Guidelines); - Sending home any pupils or staff with any of the COVID-19 symptoms as list on page 1 of this Risk Assessment; - Additional cleaning including deeper cleans. 	4	1	4	Low			
			PRE-CONTROL				CONTROL MEASURES				POST-CONTROL			



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	EVALUATION					EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	<p>Where specific and / or significant changes or restrictions need to be in place:</p> <ul style="list-style-type: none"> - High levels of sickness; - High rates of absence; - Significance of danger, disease, or illness. 	4	4	16	High	<ul style="list-style-type: none"> - Local lockdown - Part / full closure of the school / classes; - 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
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	National guidelines are updated daily and school lapses in following advice	4	4	16	High	<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"> 1. Head Teacher to ensure daily checks are made with Government updates. 2. Any change in information to be shared with Chair of Governors and communicated to parents. 3. Website information is automatically updated. 4. Pupil updates via classroom teacher as necessary. 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	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"> Posters sound school including Reception, dining hall and in corridors. Teachers to reiterate message during class time with pupils: <ul style="list-style-type: none"> Covering your cough or sneeze with a tissue; Then throwing the tissue in a bin; Avoid touching your eyes, nose and mouth with unwashed hands. COVID-19 information is on the school website <ul style="list-style-type: none"> Website documents in place and updated accordingly. Cleaning staff: <ul style="list-style-type: none"> Ensure that all toilet/bathroom facilities are well stocked; Ensure that cleaners' resources are adequate and are effective against COVID-19. Door handles, doors, taps and toilets are cleaned during the day and paper hand towels are regularly re-filled; To provide hand sanitiser stations for reception area. 	5	1	5	Medium

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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	Specific guidelines regarding school trips are not followed	4	3	12	Serious	<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.</p> <ol style="list-style-type: none"> Usual risk assessments apply. Staff follow updated national guidelines on travelling to busy places. School can provide hand sanitiser for pupils and adults to use after traveling on public transport. (The school confirms there will be no school trips in the spring term). 	4	1	4	Low



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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	<p>Staff from a BAME background risk</p> <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>National guidelines: People who display the 3 symptoms of Covid-19 (a new continuous cough, a high temperature or a loss of, or change in, your normal sense of taste or smell, anosmia) should stay at home and should not attend work or any education or childcare setting.</p> <p>1. Head Teacher will:</p> <ul style="list-style-type: none"> Communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessment to staff. Remind staff of the sickness policy during any lock down period or staff isolation. <p>2. Staff to inform Head Teacher immediately of contact with anyone who has the symptoms of the virus, self-isolating, or positive diagnosis and follow medical advice.</p> <p>3. In the event of teaching staff absence:</p> <ul style="list-style-type: none"> School will bring in Supply Teachers to cover where this cannot be covered internally If appropriate, classes will be split. The Head Teacher will review this in the event of changing guidelines from DfE. In the event of significant staff absence, the Senior Leadership Team (SLT) will review the viability of the school remaining open. The Head Teacher will consult with the Chair of Governors. If the school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. Only essential tasks will be carried out during a staff shortage period (attendance, first aid, salaries/payroll, etc.). If the Headteacher is sick, a member of the SLT will lead the school. In the event of a local lockdown with staff and pupils at home who are not well and still able to access education, work will be set electronically, via google classroom and live lessons. Pupils will be expected to complete tasks at home. A separate individual risk assessment has been completed for all staff (even if they are not high/moderate risk) using the NHS guidelines. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ The school has an above average percentage of pupils and staff from a BAME background. Although not part of Government/NHS/DfE guidance, we will use our discretion to consider solutions and adjustments for each member of staff 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	<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>	4	3	12	Serious	<p>to alleviate their fears and meet their needs.</p> <p>National guidelines: People who have returned from any country outside the UK excluding the Channel Islands and Republic of Ireland should self-isolate for 14 days and not attend work, any education, or childcare setting unless the exempt travel advice from the government states otherwise. https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</p> <p>People with symptomatic (Dry cough, Fever, Breathlessness) after visiting any country outside the UK excluding the Channel Islands and Republic of Ireland should self-isolate for 10 days and not attend work or any education or childcare setting.</p> <p>Head Teacher will:</p> <ul style="list-style-type: none"> Communicate to staff the importance of following national guidelines in weekly briefings. Remind staff to follow the sickness policy during the lockdown period / staff self-isolate. <p>NB: Holiday arrangements for staff to bear in mind. Staff must ensure they have checked the latest guidance to ensure the country they are visiting is exempt from quarantine upon return to the UK. Staff who are unable to return to work due to quarantine restrictions have been advised they must take special unpaid leave and will need to provide evidence of their inbound flight boarding pass to ensure they are quarantining or self-isolating in the UK as per the latest government guidelines. Staff must check Gov.uk guidelines Headteacher will send a letter of expectation to parents reminding them of their responsibility to quarantine as per government guidelines.</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><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	Siblings at another School report unwell and family confused as to appropriate action	4	4	16	High	<p>The school has the most recent information from the government, and this is distributed throughout the school community.</p> <p>Head Teacher will:</p> <ul style="list-style-type: none"> Obtain updated advice from Public Health England (PHE) and NHS 111 – to inform family immediately. Communicate with families and reiterate the message of gaining advice from PHE / NHS 111. 	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	Virus detected in John Keble School	5	4	20	High	<p>All staff understand the symptoms of COVID-19 and follow School agreed process of reporting.</p> <ul style="list-style-type: none"> Follow guidance from PHE. Headteacher to call the local health protection team for advice and information on who to send home. Head Teacher to call PHE immediately. All staff to take a Covid-19 test within 24 hours. Contact the Local Authority to inform them of the outbreak. <p>All staff must ensure they understand the NHS test and trace process and how to contact the Public Health England Protection Team.</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><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	Key catering staff absent – and school meals no longer consistently available	4	4	16	High	<p>School catering staff Ensure precautions are in place for all staff on site</p> <ul style="list-style-type: none"> - Strictly only Catering staff to be allowed into the kitchen - Catering staff serving food are to wear masks - Washing hands continuously - Wipe surfaces before and after use with disinfectant. - Kitchen staff to use disposable cloths. - When food items are delivered, staff to wear disposable gloves to unpack and wash their hands thoroughly afterwards. - Use of sanitiser - Ensure the kitchen space and toilet for kitchen staff is cleaned as appropriate - Signage to remind other school staff that the kitchen is for Catering staff only - Only one person in changing room at a time - No personal items may be stored in the main kitchen - Staff to ensure clean uniform is brought into workplace daily. - Only one member of staff in the dry stores etc. at a time. - Inform Head teacher of any staff displaying COVID-19 symptoms. - No salad bar, cucumber, sweetcorn, olives and bread served from the main hatch. - No off-menu items available to staff 	4	1	4	Low
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</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"> • Parents to use sanitiser at the Reception office area • 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. • Avoid touching eyes, nose, and mouth with unwashed hands. 	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<p><u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u></p> <p>Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils</p>	Exposure to COVID-19 Virus	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"> The Governing Board to approve John Keble's Risk Assessment Head Teacher to brief all staff on John Keble's Risk Assessment. Staff to be issued with Risk Assessment. Frequent communication with parents via PING and school website. 	4	1	4	Low

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<p>This Risk Assessment has been created in conjunction with:</p> <ul style="list-style-type: none"> Sections 2 and 3 of the Health & Safety Act 1974 Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999 Regulation 4 of the Personal Protective Equipment at Work Regulations 1992 Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992 Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=3%20August%202020%20C19&utm_medium=Daily%20email%20C19&utm_campaign=DfE%20C19 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A 	
<p>Approved by the Full Governing Board -</p> <p>Signed:</p> <p>Chair of Governors:</p>	<p>Signed:</p> <p>Headteacher:</p>



Appendix A – Briefing Register

Title:	John Keble School [COVID-19 Risk Assessment]		
Activity Covered	Daily management of the school during the COVID-19 outbreak		
I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN			
Name	Job Title	Signature	Date
Catherine Allard	Headteacher		
Lucy Hawker	Deputy Headteacher		
Zohra El-Habti	Assistant Head and SENCo		
David Martin	Assistant Head		
Natalie Slingsby	Assistant Head		
Nadine Barnard	Assistant Head		
Sian Auty	Assistant Head		
Alice Wright	Teacher		
Sophie Bennett	Teacher		
Lauren Clark	Teacher		
Bekki Poland	Teacher		
Oohagh Davis	Teacher		
Nebulae Adams	Teacher		
Kamilah Abdirahim	Teacher		
Sasha Paillard	Teacher		
Lottie Hardwick	Teacher		
Georgie Rose	Teacher		
Jeannette Agyeman	Teacher		
Curtly Cyrus	Teacher		
Tim Anstey	Teacher		



Title:	John Keble School [COVID-19 Risk Assessment]		
Activity Covered	Daily management of the school during the COVID-19 outbreak		
I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN			
Name	Job Title	Signature	Date
Emily Beeching	Teacher		
Siobhan O'Donnell	Teacher		
Helen Rogers	Teacher		
Jacqueline Goddard	SLA Music Teacher Specialist		
Oniekah Love	A&A Coaching		
Robert Clarke	Steel Pan Teacher		
Karen Stout	Teaching Assistant		
Maria Doneva	Teaching Assistant		
Mary Gray	Teaching Assistant		
Adam Stevenson	Teaching Assistant		
Simeon Goodin	Teaching Assistant		
Jane Hogan	Teaching Assistant		
Monique Brown	Teaching Assistant		
Anushka Gunes	Teaching Assistant		
Kathryn Franklin	Teaching Assistant		
Umaiya Khawaja	Teaching Assistant		
Sacharde Bell	Teaching Assistant		
Juliana Smart	Teaching Assistant		
Sally Lucas	Teaching Assistant		
Sharon Quilty	Teaching Assistant		
Joy Azu	Teaching Assistant		



Title:	John Keble School [COVID-19 Risk Assessment]		
Activity Covered	Daily management of the school during the COVID-19 outbreak		
I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN			
Name	Job Title	Signature	Date
Cris Da Silva	Teaching Assistant		
Gisele Santos	Teaching Assistant		
Ivana Ivanic	Teaching Assistant		
Ekaterina Spasova	Teaching Assistant		
Branca Ferreria	Teaching Assistant		
Jessica Hyams	Teaching Assistant		
Talitha Collinson	First Year Premier Pathways Student		
Kyro Watson	PE Apprentice		
Syed Suhan	IT Technician		
Julie Chan-Sing	SBM		
Kenny Gilanders	Site Manager		
Dee Buchanan	Parent Liaison		
Habiba Khanom	HR Administration Assistant		
Angelique Limoan	Reception		
Lorraine McKoy	Kitchen Staff		
Gifty Djan	Kitchen Staff		
Pauline Fogarty	Kitchen Staff		
Eleanor Galvin	Kitchen Staff		
Valerie Isidore	Kitchen Staff		



Title:	John Keble School [COVID-19 Risk Assessment]		
Activity Covered	Daily management of the school during the COVID-19 outbreak		
I HAVE READ THE ATTACHED RISK ASSESSMENT AND I UNDERSTAND THE INFORMATION CONTAINED THEREIN			
Name	Job Title	Signature	Date
Janete Silva Da Melo	Cleaner		
Juliet Gordon	Cleaner		
Catarina Reboredo	Cleaner		
Angela Duff	Cleaner		
Karolina Stochmal	Cleaner		
Angela Metz	Cleaner		
Helder Lopes	Cleaner		
Elsabeta Lopes	Cleaner		
Emily Brearley	Therapist		
Mimi Cooper	Therapist		