

Kilburn Grange School Operating Risk Assessment September 2021 Update

Key documents referenced:

- Kilburn Grange School Operating Risk Assessment April Full Reopening 2021
- Kilburn Grange School Outbreak Management Plan September 2021
- DFE Schools Covid Operational Guidance- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- PHE Guidance on Self-isolation and Treatment of Covid. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

Name of site	Kilburn Grange School
Purpose and scope	<p>School operating profile: Full reopening- all pupils educated on site.</p> <p>This document will assess and specify reasonably practicable mitigating control measures to achieve the key overarching objectives:</p> <ol style="list-style-type: none"> a. help reduce the risk of COVID for pupils and staff who are in school b. help reduce public health impacts from in-school mixing c. striving for best student outcomes and fulfilling educational and wellbeing responsibilities
Risk assessment conducted by	Mr Rob Farrell Headteacher
Risk assessment approved by	Mr Mark Greatrex COO BPET
Date of next review	Ongoing/ weekly SLT Agenda Item

	Risk description	Control measures and mitigating considerations	Risk before controls	Risk after controls	Control measures implemented by
1	Infected staff or pupils attending school with or without symptoms	<p>Aim to minimise contact with individuals who are unwell by ensuring that those with COVID symptoms do not attend school</p> <ul style="list-style-type: none"> ● Communicate requirement not to attend if they have COVID symptoms, or have tested positive in at least the last 10 days ● Signpost staff and parents to latest Government advice regarding symptoms and self-isolation ● Individuals presenting with new continuous cough, or a high temperature or has a loss of, or change in their normal sense of taste or smell must be sent to the school office prior to returning home ● Staff or pupils becoming unwell with COVID symptoms whilst at school <ul style="list-style-type: none"> ● Follow operating procedure for response to in-school 			All Staff, Pupils

		<p>presentation of symptoms to include being sent to the school office whilst awaiting home return arrangements to be made</p> <ul style="list-style-type: none"> Depending on age and their supervision requirements, children should be seated where they can be safely monitored by staff. PPE must be worn by staff attending to these individuals if a +2m distance cannot be achieved https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Call 999 without delay if the individual is seriously unwell or their life may be at risk Engage with NHS Test and Trace process Signpost those being sent home to Government self-isolation guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <ul style="list-style-type: none"> Signpost those being sent home to arrange a PCR test https://www.gov.uk/get-coronavirus-test Provide printed copies of key NHS guidance documents for those being sent home in case they do not have access to the internet at home. Consider obtaining copies in languages most commonly used in school community where EAL pupils may not have English speakers at home Sensitivity must be given in order not to create stigma or allow individuals presenting with symptoms to be discriminated against or bullied by others Seek advice from PHE on Local Health Protection Team in the case of a wider outbreak of cases within the school community. <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
2	Increased risk from virus to individuals who are CV/CEV	<ul style="list-style-type: none"> There are currently no specific requirements for Clinically Vulnerable staff and pupils to take additional steps to protect themselves, however they should take additional care while attending the school site with handwashing, and avoiding close contact (less than 2m) with others where possible. 			RF, SLT, All Staff
3	Airborne virus spread between	<p>Ventilation</p> <ul style="list-style-type: none"> Ventilate teaching and meeting rooms by opening windows and doors 			All staff, Pupils

	<p>pupils and staff in classrooms and other smaller volume indoor spaces used by pupils</p>	<p>as much as possible without breaching fire, security or other protocols</p> <ul style="list-style-type: none"> • Open windows to allow background ventilation within occupied rooms • Where the balance between background ventilation and thermal comfort is difficult, for example with draughts and in cold weather, if it is safe to do so open all windows and doors to replace the stale air when the room is empty of pupils. • Staff to monitor classroom temperatures to ensure a reasonable balance between thermal comfort and ventilation and take measures to address this where necessary. SLT to consider flexible uniform requirements in very cold weather to increase indoor thermal comfort <p>Face coverings</p> <ul style="list-style-type: none"> • School will follow current Government guidance on face coverings https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education <p>Respiratory hygiene</p> <ul style="list-style-type: none"> • Regularly communicate the handwashing protocols that will be in place and respiratory etiquette expected of all pupils. Back up with other communications, including resources such as e-Bug where appropriate • Posters reminding pupils to ‘catch it, bin it, kill it’ placed at key sight line points around school • Hygiene stations to be equipped with tissues and hand sanitiser • Increase the number of bins around site for safe disposal of tissues and sanitising wipes (the latter should not be disposed of down the toilets) <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
4	<p>Hard surface virus spread by teachers and pupils in classrooms or similar spaces</p>	<ul style="list-style-type: none"> • Position hygiene stations equipped with sanitiser gel of the correct specification at key points where they can be used by pupils and staff before and after each lesson and other times throughout the day • Remind pupils to wash hands frequently throughout the day including when they have been to the toilet. Handwash and sanitiser to meet recommended specification • Staff to remind pupils on requirement for handwashing for 20+ seconds, or to use hand sanitiser, after return from breaks, change of rooms, before/after eating and visiting the bathroom • Cleaning staff to ensure increased frequency of cleaning door handles, hand rails, light switches and hard contact surfaces that are more frequently touched throughout school day and at end of day • Daily evening clean of hard contact surfaces throughout school https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19- 			<p>All staff, pupils</p>

		<p>decontamination-in-non-healthcare-settings</p> <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures</p>			
5	<p>Hard surface virus spread by teachers and pupils in non-teaching rooms and areas of the school</p>	<ul style="list-style-type: none"> • Reduce requirement to touch surfaces - affix signage to remind people to keep switches on all day (lights etc), hold doors open where possible without breaching fire or security protocols. • Increase frequency of cleaning door handles, stair handrails, light switches, locker handles and other hard contact surfaces throughout school day • Additional daily evening clean of hard contact surfaces throughout school • Cleaning schedule to include of hard contact surfaces in outdoor areas such as bike sheds, racks etc • Office Manager and Caretaker to assess whether any COVID control measures may negatively impact other H&S or security measures around the site and raise concerns with the headteacher <p>IMPORTANT: existing H&S measures should be considered before making changes such as fire doors, security or other safety features.</p>			<p>RF, AT, WF, Admin Team, Cleaning Staff</p>
6	<p>Virus spread from learning resources with hard surfaces including computers, musical instruments, stationery, science and sports equipment</p>	<ul style="list-style-type: none"> • Teaching staff to consider adjusting lessons to use individual equipment that can easily be sanitised between use • If used, pupils to wipe down in-school equipment after use with sanitising wipes, supervised by staff (if appropriate depending on age and teacher judgment) • Pupils to use own equipment or be allocated equipment and not share with others where appropriate • Where it is assessed as educationally necessary to share equipment within or between groups/bubbles, these must be meticulously cleaned and when possible, left to 'quarantine' for 48hrs (72hrs for plastic items) • Pupils and staff to be asked to limit the quantity of items brought into school to those that are necessary. Ask individuals to bring their own stationary and not share where possible. <p>SENCO to conduct review on pupils with additional needs to ensure that their needs can be met whilst maintaining these control measures.</p>			<p>All Staff, Pupils</p>
7	<p>Virus spread from soft surfaces such as paper, books and</p>	<ul style="list-style-type: none"> • Soft furnishings are to be regularly disinfected. 			<p>All Staff, Pupils</p>

	material that cannot be laundered such as soft furnishings				
8	Greater potential for virus loading in bathrooms	<ul style="list-style-type: none"> Increased frequency of cleaning of all bathrooms and toilets throughout the day. Remind pupils of the importance of hand washing and hand sanitising. 			All Staff, Pupils
9	Greater potential for virus loading in medical room affecting staff supervising / caring for individuals before return home or those cleaning it afterwards	<ul style="list-style-type: none"> Medical room to be equipped with gloves, tissues, sanitiser gel and waste disposal. Consult with school nurse or other registered medical practitioner for additional advice and guidance Follow PPE guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Face masks (for individuals with possible infection and FFP2 or FFP3 respirator masks and safety glasses/face shields for first aiders who may need to approach and care for them). Safe cleaning of bodily fluids and waste disposal essential Deep clean after each use of the room for suspected/confirmed Covid case 			Admin Staff, First Aiders, Cleaning Staff, WF
10	Close contact between first aiders, school nurse and infected people	<ul style="list-style-type: none"> Consult with school nurse or other registered medical practitioner Follow guidelines on first aid and review school first aid needs assessment https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov Medically qualified staff to follow their registered body guidelines on infection control. Equip first aid kits with additional gloves, masks, goggles and sanitiser gel <ul style="list-style-type: none"> Individuals displaying COVID symptoms: where it is possible, move the casualty to the dedicated COVID isolation room to apply first aid. Where this is not possible, first aider to wear PPE before treating casualty. Other treatment with individual not displaying COVID symptoms - use the normal sick room to apply first aid Call 999 ambulance if an individual is seriously unwell or their life may be at risk Anyone coming into contact with someone who is unwell must wash 			Admin Staff, First Aiders, Cleaning Staff, WF

		their hands thoroughly prior to conducting other duties and the medical room should be cleaned using bleach			
11	Increased risk to cleaning staff themselves and of spreading the virus to other areas	<ul style="list-style-type: none"> • Provide sufficient cleaning supplies of correct specifications, including disposable cloths and safe waste disposal facilities • Do not use the same cleaning cloth in multiple rooms to avoid the risk of spreading the virus from room to room. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 			Admin Staff, Cleaning Staff, WF
12	Pupils leaving school for external appointments and returning to school	<ul style="list-style-type: none"> • Parents to collect child following normal protocols and be instructed to sanitise hands before departing • On return to school, pupil to check-in and be directed to hygiene station to wash hands before returning to class 			Admin Staff
13	School kitchen	<ul style="list-style-type: none"> • External catering supplier's COVID risk assessment and staff operating procedure to be requested and reviewed (if applicable) • Kitchen areas must be cleaned before and after each food preparation using appropriate catering sanitiser products • Ensure that crockery or cutlery used is washed thoroughly in hot water with detergent and dried after • Where food is provided, where possible use food coverings to reduce exposure to airborne particles during food preparation 			Admin Staff, Kitchen Staff, Harrisons
14	Dining areas	<ul style="list-style-type: none"> • Direct pupils to wash hands, or use hand sanitiser, before entering dining areas and supervise entry and exit to dining area • Ensure that the dining hall is cleaned thoroughly after use. • Cutlery and plates should not be shared. Any cutlery and plates required for later sittings must be thoroughly cleaned and disinfected. 			All Staff, Pupils, Catering Staff, Cleaning Staff
15	Ingestion or unsafe use of sanitiser gel or cleaning products	<ul style="list-style-type: none"> • Supervise use of sanitiser gel for younger pupils or for those with additional needs as appropriate • Review COSHH assessment for alcohol gel and cleaning products, store in accordance with manufacturer's instructions and restrict access to stored quantities of greater volumes 			All Staff
16	Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 			AT, WF, Headteacher

	with sufficient frequency				
17	New and expectant mothers - staff	<ul style="list-style-type: none"> Staff to follow the latest Government guidance and that from individual's doctor or midwife AT to conduct a risk assessment of returning to work for new mothers, in conjunction with medical advice from the individual's doctor 			AT, Relevant Staff
18	Educational visits	<ul style="list-style-type: none"> Any planned visits will be conducted in line with relevant Covid-19 guidance that is in place at that time. Full and thorough risk assessments will take place before any trips are signed off by a member of SLT. These risk assessments must take into account the latest Covid-19 guidance. 			All Staff
19	Non-compliance	<ul style="list-style-type: none"> Review behaviour policy and HR policies for current phase of operation. Update procedures to incorporate current COVID-related measures Encourage culture of 'positive compliance' through mutual respect and have plans in place for dealing with non-compliance. Any serious or persistent breaches of compliance to be dealt with by Headteacher. 			All Staff
20	Reporting Positive Tests	<ul style="list-style-type: none"> Staff and parents of children to report positive COVID tests to the school as soon as the results are known. Staff and parents to report any positive cases to NHS Track and Trace. All positive cases to be reported to the senior leadership team. If there is a high number of cases at one time, headteacher to seek latest advice from PHE on next steps and consult the school's 'Outbreak Management Plan'. 			All Staff, Parents
21	There is an outbreak of cases in the school	<ul style="list-style-type: none"> Headteacher and SLT to monitor number of cases in school. If there were to be a spike in cases in a class, year group or across the school-headteacher to consult with Public Health England. The school may need to bring in further measures to restrict an outbreak of cases, such as the reintroduction of bubbles, return to one-way systems, seating plans and cancelation of gatherings such as assemblies. Headteacher to consult the school's 'Outbreak Management Plan' in the event of an outbreak of cases. 			Headteacher, SLT
22	The number of staff who are available is lower than that	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating but who are well 			Headteacher, SLT

	required to teach classes in school and operate effective home learning	<p>enough to teach lessons online.</p> <ul style="list-style-type: none"> • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 			
23	Other Estates related occupational H&S	<ul style="list-style-type: none"> • Headteacher to conduct periodic walking site tour to make H&S observations and record the outcomes of these. • Office Manager and Caretaker to advise Headteacher on other H&S risk assessments that may be affected during the current phase of operation that may cause temporary changes of use, access arrangements, increased storage of chemicals/cleaning materials and closed-off buildings. This shall include: <ul style="list-style-type: none"> ○ Fire ○ Security and access control ○ Legionella ○ COSH 			Headteacher, Office Manager, Caretaker
24	Staff or pupils live with someone who has tested positive for Covid-19	<ul style="list-style-type: none"> • Staff or pupils no longer need to self-isolate if someone that they live with tests positive for Covid-19 if they have are: <ul style="list-style-type: none"> • fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS • they are under 18 years, 6 months old • they are taking part, or have taken part, in a COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons • do not have any symptoms of Covid-19 			
25	Parent Events	<ul style="list-style-type: none"> • The school can restart parent events under the current guidance • Parents visiting the site should be reminded of the importance of washing hands and using hand sanitiser while on site • Parents will be encouraged to wear face coverings while on the school site, although this is not compulsory • Parents to be reminded that they should not attend the school site if they have any of the symptoms of Covid-19 • Seating arrangements to allow for social distancing as much as space allows 			
Other actions identified by risk assessment and ongoing notes and queries				Action required and by who	Completed by

--	--	--