

**Brookfields School  
Risk Assessment**

Risk	1	2	3	4	5
Severity (S)	No injury/illness	Minor injury/illness	Injury	Major injury	Death
Likelihood (L)	Improbable	Unlikely	Moderate risk	Likely	Almost certain
Overall Risk Rating (S x L) has not been categorised as Low/Med/High due to current unknowns relating to COVID 19					

Location/activity/issue being assessed:	<i>Covid19 Risk Assessment</i>		
Service/Team:	SLT for whole School		
Assessed by:	Name: Patrick Mitchell	Signature: <i>P. Mitchell</i>	Date: March 2021
Reviewed by:	Name: Sam Jacobs	Signature: <i>S Jacobs</i>	Date: March 2021
Approved By:	Name: Brandon Mills	Signature: <i>Brandon Mills</i>	Date: March 2021
Version No:	<b>12</b>	Published	Date: March 2021

**This risk assessment is being put in place to reduce the risk of students or staff passing on and/or becoming infected with Covid-19. It will be regularly reviewed and updated using operational experience and feedback from staff. Please also see individual staff COVID19 Risk Assessments and LFT Risk Assessment**

Hazards and Risks		Before Controls			What controls are in place and what additional controls are needed?	After Controls			Managed by who?	In Place?	
Task or Activity	What could go wrong? Who could be harmed and how?	S 1-5	L 1-5	RR (SxL) 1-25		S 1-5	L 1-5	RR (SxL) 1-25			
Close contact and not following 2m social distancing rules- risk of Covid 19 infection	Staff forgetting to social distance from each other.	5	2	10	<p>New written protocol in place for staff and pupils-<b>updated March 2021</b></p> <p>When moving around the school classes should avoid coming in to contact with each other</p> <p>Separate staffrooms have been introduced for staff</p> <p>Dedicated toilets have been introduced for staff</p> <p>Staff asked to wear masks when outside of the classroom</p> <p><b>Staff able to wear masks if they should choose to do so</b></p> <p><b>Staff to mix only within their 'bubble' of 2 -3 (maximum) classes.</b></p> <p><b>All staff have been offered a COVID vaccination to protect them from the worst effects of the coronavirus should they contract it</b></p> <p>Staff updates as required will be via email or Teams</p> <p>Increased ventilation of class rooms advised in staff protocol and parents advised to send their children in suitably attired for the weather and increased outside activity</p> <p><b>Staff who would like to do so and where it doesn't inhibit communication, can wear masks in the classroom as per the Government updated guidance</b></p>	5	1	5	SLT	YES	
	Staff unable to social distance from each other	5	3	15		5	2	10	Staff	YES	
										Staff	YES
										Staff	YES
	Close contact work with pupils	5	4	20		5	3	15	SLT	YES	

	Pupils unable to socially distance from each other	3	5	15	Use of indoor communal areas will be timetabled and limited to large spaces with adequate ventilation. Cleaning and distancing measures will be in place.	3	4	12	SLT	YES
	Arrival & Departure; parents/drivers not distancing	5	4	20	Rotas for playgrounds and any essential communal areas (E.G Main Hall for lunch collection) <i>Secondary Key Stages are separated for lunchtimes Playgrounds have been demarcated for different Key Stages</i>	5	2	10	SLT	YES
					No mixing of classes inside unless within the same 'bubble' to reduce possible transmission of the virus across a whole KS.				Staff	Yes
					Revised protocols in place for parents/carers <i>Seating on buses arranged by Key Stage wherever possible and strict protocols have been issued re good ventilation and hygiene practices.</i>	4	2	8	SLT	YES
					<i>LA's have provided copies of their RA's to enable SLT to monitor transport providers implementation.</i>					
					Clear protocol in place for arrival and departure arrangements communicated to transport drivers and parents by information sheet	4	2	8	SLT	Ongoing
					Masks issued to staff for close contact work & guidance on when to use				PML	YES
					Fencing and signage in place to promote social distancing	5	1	5	Site Team	YES
					Parents have been asked to wear masks when dropping off and picking up unless exempt and to keep those times as brief as possible				Office/Site Team	YES
	Only school staff, CYPIT therapists, nurses and essential contractors allowed into the school building. All visitors will be inducted into current practices in school and to be recorded in INVENTORY									

	Staff who are able to work but are at a greater risk from Covid 19 infection	5	4	20	Staff identified as being at greater risk through their risk assessment will not be required to deliver personal care to pupils	5	3	15	Staff	YES
	Staff using public transport to or from work	5	3	15	Government guidelines to be followed regarding distancing on public transport and use of face coverings. Please speak to the school if masks required for this purpose.  Non-exempt staff to wear a mask at all times when moving around areas of the school (both indoors and outdoors) other than when in the classroom or office where they usually work  Pupils to be encouraged to use masks where they can when moving outside of their usual classroom.  Office staff have been temporarily moved to alternative locations in order to reduce the number of people working in the same office space and to protect vital functions of the school.	5	2	10	Staff	Yes
Personal Care/ Changing for activities including swimming/ toileting- risk of Covid-19 infection	Pupils that require personal care/assistance in activities such as swimming	3	4	12	Toilets (touch points) cleaned twice per day. When cleaning use gloves, spray and blue roll. (Site team)	3	2	6	Site Team	Ongoing
	Staff involved in personal care	5	4	20	Regular stocking/servicing of toilets (checked daily by site team)	5	2	10	Site Team	Ongoing
	Repetition of personal care	5	4	20	PPE (Gloves, Type-IIR surgical masks, aprons) – PPE Boxes in identified locations (e.g. isolation rooms, changing areas) – PML to manage stocks	5	3	15	PML	YES
					When undertaking personal care, changing and toileting appropriate PPE (including a Type-IIR medical mask) must be worn, and disposed of correctly.				PML	Ongoing
Gastrostomy Feeding, administrating Buccal, feeding, any medical	Pupils that require these procedures	3	3	9	Full PPE – fluid resistant mask, apron and gloves must be worn during each process	3	2	6	Staff	Ongoing

procedure requiring close contact-risk of Covid 19 infection	Staff involved in these procedures	5	3	15	Masks/gloves/aprons added to emergency medical packs (request PML to re-stock as appropriate)	5	2	10	PML	Ongoing
					All medical cabinet codes to be changed to standard code				Site Team	YES
					Observation of 'close contact' measures (see previous section)				Staff	Ongoing
Physiotherapy & Manual Handling	Catch Covid19	5	2	10	Masks to be worn during pyhsiotherapy/MOVE programme delivery, e.g. postural management, stretching, positioning in equipment.	5	1	5	Staff	Ongoing
	Pupils that require Physiotherapy (see family list)				Strict hygiene measures (handwashing) must be followed as part of manual handling procedures				Staff	Ongoing
	Staff involved in delivering physiotherapy	5	3	15	If pupil salivates excessively, dribbles, or spits then visor or goggles must be worn as well. (Let PML if needed for your family group)	5	2	10	Staff / PML	Ongoing
Behavioural Management and support-risk of Covid 19 infection					Observation of 'close contact' measures (see previous section)				Staff	Ongoing
	Pupils that require close support to manage their behaviour when unsafe	5	3	15	Proactive strategies used to de-escalate.	5	2	10	Staff	Ongoing
					Pupil demand lowered				Staff	Ongoing
					Where appropriate staff to talk to pupils about behavioural expectation, new COVID related rules/timetabling and allow for regular emotional 'check ins'				Staff	Ongoing
	Staff involved in Behavioural Management and support	5	3	15	Individual Therapeutic Thinking Plans adapted and circulated as required	5	2	10	Staff	Ongoing
	Injuries that break the skin	5	4	20	Strict hygiene practices (handwashing) to be used afterwards	5	3	15	Staff	Ongoing
					Observation of 'close contact' measures (see previous section)					
					Treat with appropriate first aid immediately including extra sterilisation due to infection risk. Log incident including in CREST as appropriate.					

					Report behaviour concerns to ABSS team for monitoring and follow-up. Follow-up to be planned for taking into account social distancing arrangements					
Any essential training that requires close contact with staff or pupils - risk of Covid 19 infection	(often a nurse) Student involved Staff involved	5	3	15	Gloves and apron and masks to be worn during medical training procedures, goggles/visor if deemed necessary.	5	2	10	Nurse	Ongoing
Heavy use touch points around school (door handles, banisters, shared resources, toys etc.) -risk of Covid 19 infection	All staff	5	4	20	Clean whole school touch points 2 times a day (Site team)	5	2	10	Site Team	Ongoing
	All pupils	3	4	12	Clean all surfaces and touch points at least 3 times a day (Classroom staff)	3	2	6	Staff	Ongoing
					Remove all non-essential toys and equipment from classrooms in use.				Staff	YES
					Remove soft toys and other items which are difficult to clean.				Staff	YES
					Clean communication aids at the end of each day (e.g. aprons, communication books, PECS folders, etc.)				Staff	Ongoing
					Cleaning materials issued to each classroom (request re-stock from site team)				Site Team	YES
Disposal of PPE -risk of Covid 19 infection	All staff undertaking procedures listed above	5	3	15	Used PPE to be bagged and put in yellow clinical waste bin after use (in toilets and isolation rooms). Bins emptied each night.	5	1	5	Staff	Ongoing
					PPE used with individual showing symptoms of COVID 19 should be disposed of in yellow clinical waste bags and when full double bagged and store for 72 hours before disposing of in clinical waste bin.				Staff	Ongoing
Covid 19 Infected member of staff or pupil or visitor in school	Staff and pupils coming into contact with an infected staff or pupil	5	5	25	Infrared in-ear thermometers in all isolation rooms (contained in PPE boxes with instructions on use).Laser thermometers available if required.  Pupils and staff isolated immediately they become unwell in isolation room. Isolation room to be "stood still" for 72 hours before being cleaned by site team and returned to service	5	2	10	Staff  Staff / Site Team	YES  Ongoing  Ongoing

				<p>Isolation rooms deep-cleaned if used.</p> <p>Observation of 'close contact' measures (see previous section) – Report to PML when isolation rooms are used</p> <p>Pupil/staff member showing symptoms to go home as soon as possible and make arrangements for a Covid-19 test to be done ASAP. Results to be communicated to school as soon as known. Families/Carers of all pupils within the group will be informed and if they wish to keep their child off school until a negative result is obtained they are able to do so.</p> <p>Class group of suspected case (staff &amp; students) will be sent home to isolate for 10 days if the test is positive.</p> <p>Anybody who has been working with the class sent home and anybody who meets the criteria for risk of infection (close proximity of less than 2 metres without a face covering for more than 10 minutes), will be required to work from home for 14 days if well or remain at home for 10 days following the development of symptoms and a subsequent positive test result.</p> <p>Local PHE will be contacted for specific advice in the case of a suspected infection in school and an action plan will follow accordingly.</p> <p>Visitors questioned before entry to site about symptoms and limited to essential visitors.</p> <p>All meetings with parents/external agencies held virtually</p> <p>Staff working in a pupil's home must follow the schools protocol and have had an individual Risk Assessment carried out by HR and have read and signed the Lone Worker Policy.</p> <p>Staff who are asked to visit other schools should avoid if possible. Staff to discuss with SLT prior to visit.</p> <p>If a school vehicle is used to transport a member of staff or pupil who is suspected of having COVID it should be stood down for 72 hours before being used by any other person. This period may be</p>				<p>Staff &amp; Parents</p> <p>SLT</p> <p>Staff &amp; Parents</p> <p>Office / Site Team</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>YES</p> <p>YES</p> <p>YES</p>
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					shortened if a negative test result for the suspected case is received before this period expires. All touch points on the vehicle should be cleaned after use.					
Use of Swimming Pool					Please see separate Risk Assessment covering controls and procedures in place to ensure the safe operation of the swimming pool for staff and pupils. <i>Swimming pool use is to be limited to two bubbles (R/B/Y in Explorers and S/Y/E in KS4) until after Easter. The pool will be cleaned and closed for a day between different 'bubble' use.</i>				Staff  SLT and KW	YES  Ongoing
Off-site activities	Staff and pupils coming into contact with an infected staff/pupil or member of the public	5	2	10	<i>No off-site visits to take place, except to Pangbourne House by KS4, until the Summer Term. All planned visits will need to go on EVOLVE and be signed off by the Head as usual</i>  <i>Use of WWF Wildlife area is permissible for Explorers so long as strict adherence to the agreed protocols occurs</i>	5	1	5	H of KS Staff  Class teacher  Class teacher Head	

Reviews					
Date of review	Name of assessor	Is assessment still valid	If not, list adjustments with details of who will action and by when	Approved by manager	Date of next review
	Patrick Mitchell	Yes – with updates	Added reference to Swimming Pool RA	<i>P. Mitchell.</i>	
	Patrick Mitchell	Yes – with updates		<i>P. Mitchell.</i>	
	Patrick Mitchell	Yes – with updates	Added guidance on staff and parents wearing masks and additional measures during Lockdown2	<i>P. Mitchell.</i>	
3 <sup>rd</sup> March 2021	Catherine Bernie	Yes with updates	See items in red		19 <sup>th</sup> April 2021