



KINGSBURY HIGH SCHOOL RISK ASSESSMENT COVID-19: Operational Risk Assessment for March School Reopening

Member of Staff and Job Title:	Date Assessment Created:	Dates of Review:	Covered by this assessment:
RACHELLE REGAN	22.02.2021	01.03.21; 08.03.21; 15.03.21; 01.04.2021; 22.04.2021; 03.05.2021; 12.05.21; 21.05.21; 07.06.2021	Staff, pupils, parents, visitors, volunteers, governors, contractors

Review dates (in table above) are coloured in red once they have been completed.

Purpose of this document:



This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way.

This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

Please note that individual risk assessments will be completed for staff requesting these and for pupils identified as needing them.



Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Safeguarding Policies Behaviour Policy Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification Regulations) 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities';	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools 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

Impact risk rating:	Overall risk rating (/20):
5. Catastrophic / probable	16 or more - red
4. Major – e.g. likely to result in school closure / highly likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close / fairly likely	9 to 11 - amber
2. Minor / unlikely	4 - 8 green
1. Negligible / highly unlikely	Below 4 - green

Overall Risk:

Before controls: average of **13 (major)**

After controls: average of **4.5 (minor)**



HAZARD	PEOPLE AT RISK	RISK BEFORE CONTROLS	RISK AFTER CONTROLS	CONTROLS TO BE PUT IN PLACE	ACTIONS AND STAFF RESPONSIBLE	CONTROLS IN PLACE?
Risk that there are insufficient staff to support and teach all pupils.	Pupils	15	5	1) Audit staff availability from the start of the week (8th March).	1) Staffing monitored by HR. Funds available for agency staffing if needed (monitored by Stephen Moore). Staffing may be impacted by a local outbreak where staff live or in Brent or as a result of staff self isolating. Monitored by Human Resources .	Y
				2) Duty rotas looked at pre opening and weekly alongside absences to ensure key areas are covered	2) Atul Patel and Chris Dias to monitor duty rotas and absences, and to plan before reopening for the absences of CEV staff or others on mid/long term sick leave.	Y
				3) Flexible and responsive use of teaching assistants (note DfE guidance on one teacher per group or one TA supervised by a teacher)	3) Plan in place by SENDCo and being monitored by SENDCo . Support has now reverted to one hour in class provision as before COVID.	Y
				4) For pupils who need a high level of adult support, including those with special educational needs, ensure that those staff have PPE if	4) Plan in place. Where pupils require signing to access lessons, a	Y



				<p>required and are aware of hygiene controls</p> <p>5) Full use is made of lateral flow testing to inform staff deployment</p>	<p>member of the TCR will work at the front of the class with the teacher maintaining appropriate social distancing at all times.</p> <p>5) Testing centre currently being organised by Sarah Purtil. Staff are able to pick up home tests to test twice a week. All pupils are offered testing three times prior to their return. Please see testing risk assessment here: https://docs.google.com/document/d/1d1yVwGciKNUHa_Bn2kNDjDltAgtbiTP3l6MEWsRMZB0/edit?usp=sharing</p>	Y
Risk of not covering essential functions	Staff Pupils Visitors	15	3	<p>1) First Aid certificates extended for 3 months</p> <p>2) Programme of training for additional staff in place (e.g. Safeguarding)</p>	<p>1) Certificates and additional COVID 19 guidance have been received, monitored by Sarah Purtil.</p> <p>2) No extra staff needed.</p>	Y N/A
Risks to health & safety	Staff Pupils Visitors	14	3	<p>1) Induction, policies and CPD programmes are in operation for all staff prior to reopening, and</p>	<p>1) All policies and procedures were shared with existing and new staff in September or later if a mid-year starter. Individual risk</p>	Y



because staff are not trained in COVID procedures.				<p>available to new staff after opening and include:</p> <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	<p>assessments are completed by those who want them. Staff will be reminded at a staff meeting on 4th March of these policies.</p> <ul style="list-style-type: none"> • Dean Bolton • Stephen Moore • Cresta Hurt • Sarah Purtil • Alex Thomas 	
Risk that there is insufficient space to support pupils attending	Pupils	3	1	1) Check that roomings and space are sufficient	1) Atul Patel monitors the timetable and ensures roomings are sufficient, they are for our reopening	Y
Risk of transmission in classrooms or teaching spaces	Pupils Staff Visitors	15	8	<p>1) Pupils have been taught and reminded to maintain their distance and not touch staff or peers.</p> <p>2) We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly</p>	<p>1) Returning students will have assemblies focused on maintaining good hygiene and safe practices to avoid transmission. Anton McLean and Rachelle Regan will be leading on these.</p> <p>2) Lucy McNeil will oversee this for her PEEL faculty, led by Atul Patel as line manager. Details will be in</p>	Y Y



				<p>wind or brass instruments). For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible during breaks and lunches. Distance between pupils will be maximised as much as possible.</p> <p>3) Year bubbles in place for lessons, lunch/breaktimes and playgrounds. Resources are not shared across bubbles. In PE and Music, when resources do need to be shared, they are cleaned.</p> <p>4) Regular cleaning routine in place, with monitoring checklists checked.</p> <p>5) Face coverings will be worn in classrooms, corridors and communal areas as per government recommendation - risk that students/staff refuse to</p>	<p>Line Management minutes prior to arrival.</p> <p>3) Bubbles and spaces organised as they were September - December; staff reminded of these and of the rules around sharing of resources, on 4th March (Rachelle Regan).</p> <p>4) Cleaning checklists were organised and in place September - December and will be kept in place. Monitored by Dean Bolton and led by Stephen Moore.</p> <p>5) Alex Thomas informed staff at CPD on 4th March. Anton McLean and Rachelle Regan have informed students in assemblies.</p>	<p>Y</p> <p>Y</p> <p>Y</p>
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				<p>wear face coverings will be covered by the student behaviour policy and staff disciplinary procedures</p> <p>6) Classrooms in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised 	<p>6) Staff reminded of this rule at the 4th March staff meeting by Alex Thomas.</p>	Y
Risks of transmission due to movement around the school	Pupils Staff Visitors	7	2	<p>1) Everyone has been asked to wear face coverings when moving around the school, unless they're exempt from wearing one. They have been given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p>	<p>1) Staff reminded of this rule at the 4th March CPD by Alex Thomas. Students reminded of this in their assemblies led by Rachelle Regan and Anton McLean.</p>	Y
				<p>2) Toilet use will be managed to avoid crowding. Staff on the rota to supervise know what they need to do to maintain this.</p>	<p>2) As above</p>	Y
				<p>3) Clear signage and markers in place</p>		Y



				<p>4) Students will be told not to loiter in corridors and will be moved outside by staff in between lessons.</p>	<p>3) Walls, floors have signage as chosen by Anton McLean and Rachelle Regan, and organised by by Dean Bolton</p> <p>4) Staff reminded of this rule at the 4th March CPD by Alex Thomas. Students reminded of this in their assemblies led by Rachelle Regan and Anton McLean.</p>	Y
Risk of spreading infection due to the school environment	Pupils Staff Visitors	13	8	<p>1) Checks to the premises have been done to make sure the school is up to health and safety standards.</p> <p>2) Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>3) A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts 	<p>1) In place prior to reopening: Stephen Moore and Dean Bolton</p> <p>2) All staff working at school will be reminded of the need to leave windows open to classrooms, and doors (optional).</p> <p>3) Dean Bolton has checked all windows can open and can stay open (as per ticket sent on 22.02.21).</p>	Y Y Y



				<ul style="list-style-type: none"> • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied <p>4) Lidded bins are provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>5) Outdoor space will be used for exercise and breaks (inclement weather PE lessons protocols are currently being put in place)</p>	<p>4) Stephen Moore will check that Dean Bolton has ensured all rooms, offices and spaces have lidded bins prior to reopening (asked by Rachelle Regan via a ticket on 22.02.21).</p> <p>5) Organised by Lucy McNeil (overseen by Atul Patel)</p>	<p>Y</p> <p>Y</p>
Risk of spreading infection due to excessive contact and	Pupils Staff Visitors	14	4	<p>1) Most meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, meetings of no more</p>	<p>1) and 2) Alex Thomas: this message has gone out to staff.</p>	<p>Y</p>



<p>mixing in meetings</p>				<p>than 30 people will be conducted outside, or in a room large enough to allow for social distancing and ventilation. (updated 01.04.2021)</p> <p>2) Masks must be worn at all physical meetings where social distancing is not possible: but this should be very rare</p>	<p>2) Staff updated in the bulletin on Thursday 01.04.2021 that they will be able to meet in groups of no more than 30 if the room is well ventilated and allows for social distancing. Social events will remain within year group bubbles. Guest speakers that require larger gatherings will remain within Year group bubbles and students will wear masks.</p>	<p>Y</p>
<p>Risk to individuals vulnerable to serious infection coming into school</p>	<p>Pupils Staff Visitors</p>	<p>11</p>	<p>1</p>	<p>1) Currently: CEV Staff who have received a shielding letter last year or been advised to stay at home by their GP/clinician will not come into school. They have been supported with the technical resources needed to stay at home.</p> <p>2) All staff have access to an individual risk assessment template which they should complete and send in to us if they feel they are vulnerable.</p>	<p>1) Alex Thomas</p> <p>2) Alex Thomas and Sonia Bellot</p>	<p>Y</p> <p>Y</p>



<p>Risk of transmission due to pupils not observing agreed protocols during break and lunchtimes</p>	<p>Pupils Staff Visitors</p>	<p>10</p>	<p>4</p>	<ol style="list-style-type: none"> 1) Pupils are reminded about the protocols of social distancing before every break and lunchtime 2) Dining room areas and other spaces are configured to ensure that students only access dining rooms within their own bubbles so that social distancing is not required. 3) Students must wear a mask to enter the dining rooms 4) Other arrangements are in place e.g. pupils eating in outdoor spaces 5) Eating areas are thoroughly cleaned after lunchtime 6) Water fountains are to be turned back on, ready for use on 8th June. 	<ol style="list-style-type: none"> 1) Cresta Hurt 2) Cresta Hurt, Heads of School 3) Cresta Hurt; duty staff 4) Dean Bolton 5) Dean Bolton, Stephen Moore 6) Dean Bolton (ticket sent on 21.05.21 by RRG) 	<p>Y Y Y Y N</p>
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<p>Risk that cleaning capacity is at a reduced level so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>Pupils Staff Visitors</p>	<p>16</p>	<p>6</p>	<p>1) Cleaning rotas have been drawn up</p> <p>2) Agency staff are used if there are staff shortages</p> <p>3) Cleaning is checked and monitored by caretakers and on the boards in toilets</p>	<p>1) Dean Bolton. cleaning rotas have been reduced now due to the relaxation of restrictions on 17.05.21.</p> <p>2) Anjna Chavda</p> <p>3) Dean Bolton</p>	<p>Y</p> <p>Y</p> <p>Y</p>
<p>Risk of virus spreading because the school has insufficient materials and equipment</p>	<p>Pupils Staff Visitors</p>	<p>18</p>	<p>4</p>	<p>1) Supplies are sufficient and monitored (lidded bins; PPE; anti bacterial wipes; tissues; hand sanitiser; soap)</p>	<p>1) Monitored by Dean Bolton, overseen by Stephen Moore</p>	<p>Y</p>
<p>Staff rooms and offices do not allow for observation of social</p>	<p>Staff</p>	<p>15</p>	<p>5</p>	<p>1) All staffrooms and offices have been reviewed and signs have been put up indicating maximum numbers of adults in offices. Staff ignoring the guidance will be</p>	<p>1) Stephen Moore; Dean Bolton; Alex Thomas</p>	<p>Y</p>



<p>distancing guidelines</p>		<p>13</p>	<p>5</p>	<p>spoken to initially, further incidents will be managed using the disciplinary procedures.</p> <ol style="list-style-type: none"> 2) Signs made and put up inside communal staff rooms instructing staff to wear face coverings unless eating or drinking 3) Staff will be briefed on usage of rooms 4) Year Leaders have their own protocols for each office which are clearly signposted. Pupils were informed about these during STDR and assembly in Autumn and will be reminded in March. 5) Staff toilets have been fitted with locks on the external door so that only one person can use the toilets at one time if the door is locked 	<ol style="list-style-type: none"> 2) Rachelle Regan 3) Alex Thomas (4th March) 4) Sarah Purtill 5) Dean Bolton 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>Pupils Staff Visitors</p>	<p>13</p>	<p>5</p>	<ol style="list-style-type: none"> 1) Social distancing provisions are in place for medical rooms 2) Additional rooms on each site have been designated for pupils with suspect COVID-19 whilst collection is arranged 3) PPE is available for medical staff 	<ol style="list-style-type: none"> 1) Sarah Purtill 2) Sarah Purtill 3) Sarah Purtill 	<p>Y</p> <p>Y</p> <p>Y</p>



				4) Cleaning arranged of relevant rooms whenever there is a suspected case	4) Dean Bolton	Y
Risk that social distancing between pupils and between staff and pupils is difficult or impossible to maintain, leading to a risk of transmission.	Pupils Staff	14	4	<ol style="list-style-type: none"> 1) Hand washing routines are embedded now and the hand sanitizer and soap in toilets is regularly checked and topped up 2) Staff running the VCKW programme regularly remind pupils to wash their hands and wear their face coverings (first week only) 3) Staff working with pupils who have SEN/D have specific instructions (see below) but should liaise with the SENDCo before working with any SEN/D pupils: <p>Staff will need to use their professional judgement as to how best to support their allocated young person/people in a way that maximises learning and progress and is safe.</p> <ul style="list-style-type: none"> • pupils can be worked with on a one to one basis in close proximity for a maximum of 10 minutes. 	<ol style="list-style-type: none"> 1) SLT, Dean Bolton 2) Crest Hurt 3) Thomas Mann 	Y Y Y



				<ul style="list-style-type: none"> • Staff can work with multiple pupils within the same bubble. • PPE will be required and available for those staff who need to physically intervene with pupils (for example those with physical disabilities) during their support. 		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Pupils Staff Visitors	10	7	<ol style="list-style-type: none"> 1) Robust tracking and monitoring staff absence data is collected and examined daily 2) A COVID tracker is updated and monitored for student cases and isolators 3) Staff and pupils are sent home to isolate for the length of time that the government advises, and be tested (currently 10 days). 4) A record of any COVID-19 symptoms in staff or pupils is recorded on the COVID trackers. 	<ol style="list-style-type: none"> 1) Alex Thomas, Sonia Bellot 2) Sarah Purtil, Anton McLean, Rachelle Regan 3) Alex Thomas, Anton McLean, Rachelle Regan 4) Sarah Purtil, Sonia Bellot 	Y Y Y Y
Staff, pupils and parents are not aware of the school's procedures	Pupils Staff	16	4	<ol style="list-style-type: none"> 1) All stakeholders have been informed of the procedures and are reminded regularly in bulletins; letters and pastoral sessions. As advice changes, they are updated. 	<ol style="list-style-type: none"> 1) Alex Thomas 	Y



(including on self-isolation and testing) should anyone display symptoms of COVID-19						
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Pupils Staff	16	4	<ol style="list-style-type: none"> 1) All stakeholders have been informed of the procedures and are reminded regularly in bulletins; letters and pastoral sessions. As advice changes, they are updated. 2) The headteacher sends out any such information in a timely manner via email or parentmail. In his absence, this information will be sent out by one of the Heads of School. 	<ol style="list-style-type: none"> 1) Alex Thomas, Anton McLean, Rachelle Regan 2) Alex Thomas 	Y Y
Visitors to the site (including parents) add to the risk	Pupils Staff Visitors	11	4	<ol style="list-style-type: none"> 1) Visitors have been restricted to emergency or unavoidable planned contract work; social services; police; ambulance workers 2) PPE is available if required 3) Track and trace in operation in sign in places on each site 	<ol style="list-style-type: none"> 1) Stephen Moore, Sarah Purtill 2) Dean Bolton 3) Sonia Bellot 	Y Y Y



<p>Fire procedures are not appropriate or are unknown to staff and/or pupils</p>	<p>Pupils Staff Visitors</p>	<p>11</p>	<p>1</p>	<ol style="list-style-type: none"> 1) Fire and evacuation procedures have been review and updated 2) All staff and pupils have been trained in the new procedures 3) New procedures allow for social distancing 	<ol style="list-style-type: none"> 1) Stephen Moore 2) Anton McLean, Rachelle Regan 3) Stephen Moore 	<p>Y Y Y</p>
<p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>Pupils Staff</p>	<p>10</p>	<p>4</p>	<ol style="list-style-type: none"> 1) Lateral flow testing is in place 2) Lateral flow testing is supported by local and national advice 3) Post-testing support is available for staff via the employee assistance programme 4) A separate risk assessment has been completed for the lateral flow testing processes: https://docs.google.com/document/d/1d1yVwGciKNUHa_Bn2kNDjDItAgtbiTP3I6MEWsRMZB0/edit?usp=sharing 	<ol style="list-style-type: none"> 1) Sarah Purtil 2) Alex Thomas 3) Sonia Bellot 4) Sarah Purtil 	<p>Y Y Y</p>
<p>Pupils' mental health has been adversely</p>	<p>Pupils</p>	<p>15</p>	<p>9</p>	<ol style="list-style-type: none"> 1. There are designated staff to help support pupils with their mental well-being: Student Development leaders and School Counsellor. 	<ol style="list-style-type: none"> 1) Sarah Purtil 	<p>Y</p>



<p>affected during the period that the school has been closed and by the COVID-19 crisis in general</p>				<ol style="list-style-type: none"> 2. Pupils have been signposted to our online services that they can access from home. 3. Our most vulnerable pupils who suffer from mental health issues were contacted daily by staff during the lockdown. 4. The mental well-being group was running virtually via Google Meet during the lockdown. 5. PSHE and STDR were included in the school closure timetable to enable pupils to access advice. PSHE will continue to support students' mental health on their return on March 8th and beyond. 6. Our creative afternoon in the school closure timetable supported healthy minds 7. Students will be able to see staff's mouths as they will wear masks with a transparent panel or a completely transparent mask (dependant on supply availability and delivery lead times) 	<ol style="list-style-type: none"> 2) Sarah Purtill, Stage Leaders 3) Safeguarding team 4) Thomas Mann 5) Catrin Williams and Sarah Purtill 6) Atul Patel 7) Alex Thomas 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>Staff</p>	<p>15</p>	<p>9</p>	<ol style="list-style-type: none"> 1) Regular communication provided 2) Whole staff messaging and clarity of message needs to be managed 3) Staff are regularly encouraged to consider their own well-being: in bulletins, daily briefings, faculty meetings 4) Staff briefings and training have included content on wellbeing 5) Staff have been signposted to useful websites and resources via the virtual staff room; CPD; briefings and bulletins; in faculty meetings 6) Staff well-being CPD day will be reinserted into the calendar having lost one INSET day in lockdown 	<ol style="list-style-type: none"> 1) Alex Thomas, HoFs 2) Alex Thomas 3) Stephen Moore, Sonia Bellot 4) Stephen Moore, Sonia Bellot 5) Stephen Moore, Sonia Bellot, HoFs, SLT 6) Rachelle Regan 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p>
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet</p>	<p>Pupils Staff</p>	<p>18</p>	<p>4</p>	<ol style="list-style-type: none"> 1) The governing body continues to meet regularly via online platforms 2) The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation 3) The headteacher's report includes all content and updates on the 	<ol style="list-style-type: none"> 1) Jag Minhas 2) Jag Minhas 3) Alex Thomas 	<p>Y</p> <p>Y</p> <p>Y</p>



statutory requirements				<p>statutory obligations related to COVID 19. The FGB has 'live' access to the Risk Assessment.</p> <p>4) Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place</p> <p>5) Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility</p>	<p>4) Jag Minhas</p> <p>5) Jag Minhas</p>	<p>Y</p> <p>Y</p>
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