Preston Manor Upper School Risk Assessment				
Risks identified	**Actions to mitigate risk**	**Who is at risk**	**What, By When and by whom**	
Existing level of risk: Net Capacity		Consider current level of risk		
HIGH ***Likelihood:4 Severity:4*** ***Risk: 4x4 = 16***	**Medium**	**Low**	**Negligible**	
Control measures		**Who is at risk**	**What, By When and by whom**	
	Contact will be made with AP providers to investigate measures to keep staff and students safe. Regular checks with students to see if they have any questions and to relieve anxieties	Students & Staff	STT September	
	Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation	All		
	Deliveries will be made to the main reception	Students & Staff	JB	
	Consideration given to premises lettings and approach in place, including risk assessments	All	NK	
	Educational Visits: Full risk assessment must be completed as per the EVC policy and obtained from the venue that is being visited.	Students & Staff	GBR	
Wearing Face Masks	Students are required to bring a face mask to school and will wear in communal areas and classroooms. There will be a limited stock available for students who do not have an adequate face mask	Students	Staff & Students	
	Staff are required to wear face mask when in communcal areas and classrooms	Staff	Staff & Students	
	Visitors are required to wear a face mask when visiting the school site.	Visitors	Reception	
	Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised	Students & Staff	Staff/JB	
	Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.	Students & Staff	JB	
	Outdoor space will be used for exercise and breaks, and for education where possible.	Students & Staff	TA/KS	
Deparment Risk Assessments	Each deptartment to carry out a risk assessment	Students & Staff	SLT/HODs	
Spreading infection due to excessive contact and mixing in meetings	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	Staff	EC/MM	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing level of risk: Visitors/contractos to site pose risk of transmission to the school community		Consider current level of risk		
HIGH ***Likelihood:4 Severity:4*** ***Risk: 4x4 = 16***	**Medium**	**Low**	**Negligible**	
Control measures		**Who is at risk**	**What, By When and by whom**	
	Visitors to the site, such as contractors, will be asked to take an LFD test before visiting and have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors	Students & Staff	NK/LW	
	Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.	Staff	EC/MM	
	Visitors are required to wear a face mask when visiting the school site.	Visitors	Reception	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing Level of Risk: Minimising Risk of Infection Travelling to and from School		Consider current level of risk		
High ***Likelihood:5 Severity:4*** ***Risk: 5x4 = 20***	**High**			
Control measures		**Who is at risk**	**What, By When and by whom**	
	• Staff and students to travel to and from school on foot, bicycle, motorcycle or their own car wherever possible	Students & Staff		
	• No car sharing apart from with members of own household	Staff, students and parents		
	• No use of taxis or private hire services without using a facial covering, carrying a hand sanitizer and washing your hands before and after use	Students & Staff		
	Anyone who needs to take public transport will be referred to government guidance.	Students & Staff		
	For dedicated school transport (i.e.Brent Trasnport), discussions will be held with the providers to make sure their staff:	Staff, students and parents	TNE	
	• Follow hygiene rules			
	• Try to keep their distance from passengers where possible			
	• That only one parent/carer should attend			
	• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment	Staff, students and parents		
	Students will be supported to safely don and doff their face maks via signage and advice from staff	All	Staff	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	

Risks identified	Actions to mitigate risk	Who is at risk	What, By When and by whom	
Existing level of risk: Movement around the site- Risk of transmission through activities on site		Consider current level of risk		
HIGH ***Likelihood:4 Severity:4*** ***Risk: 4x4 = 16***	**MEDIUM**		**LOW**	**NEGLIGIBLE**
Control measures		**Who is at risk**	**What, By When and by whom**	
Adjustments to the site and signage enables staff and students to maintain social distancing.				
	• Each classroom, dining hall entrance and exit will have a hand sanitizer station. Students will sanitize their hands upon entrance and exit		GBR/JB	
	• Social distancing signage put around the school building being used to remind staff and students about social distancing, handwashing, Catch it, Kill it, Bin it etc		GBR	
	• School will operate a 1-way system for moving around the M-Block, P-Block and J-Block		STT	
	• Each bin is fitted with a swing lid		JB	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing level of risk: Aysmptomatice students and staff attending school		Consider current level of risk		
HIGH ***Likelihood:4 Severity:4*** ***Risk: 4x5 = 20***	**Medium**	**Low**	**Negliable**	
Control measures		**Who is at risk**	**What, By When and by whom**	
Students with consent will be tested 2 times at school. Following the 3rd test students will complete 2 home test per week. Staff with consent will complete 2 home tests per week	PMS Testing Risk Assessment	**Students & Staff**	**Students & Staff**	
	Students will be supported with the LFT by staff who have completed training and have the necessary certificiation,	**Students & Staff**	**Testing tean**	
	Students and staff will receive training on how to take home tests. Results of home tests will be uploaded onto the NHS T&T website and shared with the school by parents (if under 16), students (over 16) and staff. The school will keep a central record of these results.	Staff and Students	GBR: Support materials, assemblies and presentations	
	Staff and students who test positive will isolate for 10 days as per NHS guidance. NHS what-parents-and-carers-need-to-know.	Staff and students who test positive will isolate for 10		
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing level of risk: Spreading infection due to touch, sneezes and coughs: Increased risk of transmission due to failure to follow government guidelines		Consider current level of risk		
HIGH ***Likelihood:5 Severity:4*** ***Risk: 5x4 = 20***	**MEDIUM**		**LOW**	**NEGLIGIBLE**
Control measures		**Who is at risk**	**What, By When and by whom**	
Follow government guidance on handwashing through the provision of appropriate facilities/resources	• Students will be asked to wash hands in arrival using the toilets	All	Staff	
	• Students will be told to wash their hands when they return home.	Students & Staff	Staff	
	• Every room will have hand sanitiser, tissues and bins in each room. Bins will be emptied after each session.	Students & Staff	JB	
	• Soap and sanitiser checks made at the beginning of each day by the site team	Students & Staff	JB	
	Handwashing facilities will be provided as follows:			
	• MBlock, and 6th form toilets	All	JB	
	• Permanent sinks by all drinking fountains		JB	
	• Hand sanatizer stations in each classroom, staff work rooms, the canteen and reception		JB	
	Consider if there are any students at your school that won't be able to maintain good respiratory hygiene, such as students with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.	Students & Staff	TNE/KR	
Students who intentionally fail to follow socially distancing guidance	Behaviour expectations relating to social distancing have been shared with students, their families and are reflected in the updated in the Good Behaviour Policy.	All	STT/GBR	
	Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out			
	Cleaning staff will regularly (clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent).	All	JB/Cleaning Team	
	· Banisters	Students & Staff	After each lesson	
	· Classroom desks and tables (deep clean each day)	Students & Staff	End of the day	
	· Bathroom facilities; including taps and flush buttons (after break, lunch and at the end of the day)	Students & Staff	After break/lunch	
	· Door and window handles	Students & Staff	After break/lunch	
	· Furniture	Students & Staff	End of the day	

Regular and thorough deep clean in line with government guidance	· Light switches	Students & Staff	After break/lunch	
	· Reception desks	Staff	After break/lunch	
	· Classroom desks and tables	Students & Staff	After eahc use by staff	
	· Books and games and other classroom-based resources	Students & Staff	After each use by staff	
	· Computer equipment; including keyboards and mouse	Students & Staff	After break/lunch	
	· Telephones/Shared radios	Staff	End of the day	
	· Fingerprint scanners	Students & Staff	End of the day	
	Toilets	Students & Staff	After break/lunch	
	Canteen	Students & Staff	After break/lunch	
	● Cleaners to wear appropriate PPE			
	● All rooms and corridors are deep cleaned at the end of each day			
	● Special attention paid to handles and students' desk and teachers' desk, keyboards and mouse.			
	● Multiple cleaners to be working before students arrive, duriing and after they leave each day.			
	● Staff toilets and Kitchen area in the General Office are regularly deep cleaned.			
	● Staff encouraged to bring own cup/bottle or use disposable cups			
	Any resources shared between groups, such as sports, art and science equipment, will be either:	Students & Staff	JB/Tecnicians	
	· Cleaned frequently			
	The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.	Students & Staff	Staff	
	Individual and very frequently used equipment, like pens and pencils, will not be shared.	Students & Staff	Students & Staff	
	If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.	Students & Staff	JB	
	Teachers will wash their hands and surfaces before and after handling students' books.	All	Staff	
Fire and Evacuation Procedures	Assembly points, evacuation routes are confirmed, and signage accurately reflects these.	ALL	GBR/JB	
	NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.			
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing level: Contact with someone suffering from symptoms of Coronavirus		Consider current level of risk		
HIGH	**MEDIUM**		**LOW**	**NEGLIGIBLE**
Likelihood:5 Severity:4				
Risk: 5x4 = 20				
Control measures		**Who is at risk**	**What, By When and by whom**	
Provision of appropriate facilities, resources and training	● There will be a nominated team of trained first-aiders on site every day	All	KR/GBR	
	● If students are demontrating symptoms they will be taken to the welfare room and their parents/carers called immediately to collect them.	All	Staff/KR	
	● Advice given for student to self-isolate at home for at least 10 (unless PCR result is negative) days and how to take a PCR test	All	GBR/KR	
	● First-aider will be required to wear full PPE whilst in close proximity to a student suffering symptoms of Coronavirus.	All	KR	
	● Welfare room will need to be deep cleaned before it is used again	All	JB	
	● Other students who may require first aid will sit in student reception. Students sent to the welfare room for non covid related incidents to be treated promptly and sent back to class or home as soon as possible.	All	KR/LW	
	● Data base will record all cases of COVID related incidents identifying students and staff that may be at risk	All	KR/GBR	
	● Guidance and procedure included in staff hand book and displayed around the site	All	KR/GBR	
	● Staff training to take place throughout the year, including how to take a home test.	All	GBR	
	Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.			
	If a symptomatic person comes into school, they will be sent home immediately or isolated in the welfare until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.			
	In the case of a symptomatic student who needs to be supervised before being picked up:			
	● If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask	All	KR	
	● If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron	All	KR	
	● If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection	All	KR	
	Welfare officer to ensure there is adequate stock	All	NK/KR	
	Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.	All	KR/Welfare /team	
	If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.	All	GBR/NK/Brent	
	A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.	All	JB	
	If the school becomes aware that a significant number of students or staff test positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.			
	To help with this, records will be kept of:			

	● The students and staff in each group and teachers teaching across groups- SIMs	Students & Staff	Welfare Team	
	Close contact means:			
	● Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:			
	o Being coughed on,			
	o A face-to-face conversation, or			
	o Unprotected physical contact (skin-to-skin)			
	● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person			
	● Travelling in a small car with an infected person (eg sibling)			
	If there is an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.	All	GBR/BK/DP	
	● Parent Guide/Leaflet has been sent to all parents and is on the school web site			
	● All members of the welfare team have been trained in these procedures	Students & Staff	Welfare Team	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM Likelihood:3 Severity:4 Risk: 3x4 = 12**		**LOW**	
Existing level of risk: Risks to vulnerable staff and students				
HIGH ***Likelihood:4 Severity:5*** ***Risk: 4x5 = 20***	**MEDIUM**			
Control measures				
Ensure those who are vulnerable or live with vulnerable are not at risk	● All vulnerable staff to complete an individual risk assessment with their Line Manager to assess risk and how we mitigate those risks.	Staff	All Line Managers by 26.06.20	
Ensure those unable to attend school are provided with remote education	Preston Manor will provide a remote education for students which aligns as closely as possible with in-school curriculum provision and ensures that students can make good progress in their learning.	Students	EC/DSD	
	● If parents of students with significant risk factors are concerned the school **will** discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school	Students	DSDs	
	● Individuals who are considered to be clinically extremely vulnerable must adhere to strict social distancing guidance at all times	Students	TNE/DSDs	
	● People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and must adhere to strict social distancing guidance at all times	Students & Staff	Students & Staff	
	● The school will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.	Staff	LMs (via risk assessments) Staff/HR	
SEND Provision	Approach to provision of the elements of the EHCP including health/therapies in place			
	Requests for assessment considered.	Staff		
	For full details refer to SEND risk assessment		Staff/HR	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM Likelihood:2 Severity:5 Risk: 2x5 = 10**		**LOW**	
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM 2 Severity:5 Risk: 2x5 = 10**		**Severity:5**	
Risks identified	**Actions to mitigate risk**	**Who is at risk**	**What, By When and by whom**	
Existing level of risk: Safeguarding-Students' mental health and well-being is in need of support due to effects of Covid-19		Consider current level of risk		
HIGH ***Likelihood:4 Severity:4*** ***Risk: 4x4 = 16***	**MEDIUM**		**LOW**	**NEGLIGIBLE**
Control measures		**Who is at risk**	**What, By When and by whom**	
Ensure normal safeguarding procedures are implemented	● Normal safeguarding procedure continue	Students		
	● Member of the safeguarding team will be on-site to refer			
	● Students will be informed on who the Safeguarding Team are in school and how to refer themselves			
	● Member of staff / external agency who has received training in counselling/mentoring will be present on site for students to see			
Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**Severity:4**	
Existing level of risk: Provision of PPE where required		Consider current level of risk		
HIGH ***Likelihood:5 Severity:4*** ***Risk: 5x4 = 20***	**MEDIUM**		**LOW**	**NEGLIGIBLE**
Control measures		**Who is at risk**	**What, By When and by whom**	
Provision of appropriate facilities, resources and training	● PPE equipment to be used by Welfare staff and first aid staff administering first aid to children, when providing intimate care to child and when dealing with sick children and children and staff presenting with Covid-19 symptoms	All	NK to ensure that school has PPE stock available	
	● All Catering staff will wear masks and gloves			
	● All Cleaners will wear appropriate PPE			

Remaining level of risk		Consider level of risk following use of control measures		
HIGH	**MEDIUM**		**LOW** Likelihood:2 Severity:4 Risk: 2x4 = 8	**NEGLIGIBLE**
Existing level of risk: Health & Safety checks of the Building		Consider current level of risk		
HIGH	**MEDIUM**		**LOW** *Likelihood:2* *Severity:4* *Risk: 2x4 = 8*	**NEGLIGIBLE**
Control measures		**Who is at risk**	**What, By When and by whom**	
	• Normal maintenance checks according to school's usual schedule (such as Legionella testing, Gas and Fire safety checks, access control, security/intruder alarm systems, ventilation systems, kitchen equipment, lifts)	All	NK and JB	
(i) NAME OF THE ASSESSOR) Please Print: Russell Denial / Natalie Kampta / Stuart Taylor / Donald Palmer				
(ii) SIGNATURE OF THE ASSESSOR:-				
(iii) DATE OF NEXT ASSESSMENT REVISION …../…../…….. (at this revision, complete Column (2) of Risk Assessment Record Table):				
(iv) SIGNATURE OF PERSON WITH OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY IN THIS UNIT/PREMISES/WORKPLACE:-				
……				
(v) POSITION OF RESPONSIBLE PERSON:- ……				
Risk Rating - Secerity x Likelihood				
				Severity
		1	**2**	**3**
Likelihood	5	Low 5	Medium 10	High 15
	4	Low 4	Low 8	Medium 12
	3	Minimal 3	Low 6	Medium 9
	2	Minimal 2	Low 4	Low 6
	1	Minimal 1	Minimal 2	Minimal 3
Likelihood				
1- Rare				
2- Unlikely				
3- Possible				
4- Likely				
5- Almost Certain				
Severity				
1. No injury or illness				
2. Minor: Injury or illness				
3. Moderate requires days away				
4. Major: Injury or illness				
5. Severe: fatal				

4	5
High	High
20	25
High	High
16	20
Medium	High
12	16
Low	Medium
8	10
Low	Low
4	5