



# **The Brook Special Primary School – Risk Assessment January 2021**



# RISK ASSESSMENT FORM

<b>Service:</b> The Brook School	<b>Location:</b> Adams Road	<b>Assessment Completed by:</b> Maureen Duncan & Duwan Farquharson
<b>Description of Activity/Task Assessed:</b> Opening schools in lockdown – January 2021	<b>Date of Assessment:</b> 29/07/2020	<b>Review Date:</b> January 2021

No	Hazard Description <small>(i.e. potential causes of injury/damage)</small>	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level <small>(See method)</small>	Further action required	Residual Risk Level
1.	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school for the September term.</p> <p>The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p> <p>This Risk Assessment seeks to ensure that the guidance given by the DfE has been considered, implemented and/or improved. It is recognised that NO risk assessment can remove risk altogether, but that if the range of measures recommended in their guidance is implemented, then the risk of transmission is reduced.</p> <p><i>"The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively."</i> <b>Guidance for Full Opening: Schools (DfE Published, 31<sup>st</sup> December 2020)</b>, FULL GUIDANCE HERE  <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p>London is currently in Tier 4 and in lockdown. This RA is updated in response to the changing situation which is both rapid and fluid. As of January 5<sup>th</sup>, the majority of Willow pupils and staff are not on site. The BILC therefore, does not have full occupancy and therefore less people are on site to use the facilities; this reduces the risk of contact in transitions.</p>						

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## **Pupils who are shielding or self-isolating**

Specific groups will not be able to attend school during lockdown as indicated in the advice from DfE is as follows:

**Children:** Clinicians most closely involved in the care of the child and family can help in 'shielding' decision-making (eg lead clinician within a tertiary centre, local clinician and / or GP). Clinicians can recommend 'shielding' to parents of children, though parents themselves hold the responsibility for the child and family.

Group A – Advised to continue Shielding

- Immunodeficiency and immunosuppression or are subject to Oncology treatment.

Group B – Case by Case Assessment needed (in conjunction with clinician)

Cardiology, Dermatology, Haematology, Immunodeficiency, Neonatal, Neurology, Paediatric Gastroenterology, Hepatology & Nutrition, Renal, Respiratory, Rheumatology / Paediatric ophthalmology.

[SEE HERE FOR FULL GUIDANCE](#)

### **Staff who are extremely clinically vulnerable:**

Individuals who are **clinically extremely vulnerable** and have received a letter advising them to shield should follow such instructions. The letter must be shared with the school.

### **School workforce**

The school is mindful that the impact of the coronavirus on the BAME population has been greater than other groups of the population and this has caused anxiety amongst many of the Brook staff. Individual risk assessments were carried out on all staff members in which BAME was one of the criteria and by June 2020, a high proportion of our BAME colleagues were in a position to return to work. All such colleagues returned to work in September.

We acknowledge that there remains anxiety about the vulnerability of the BAME population and therefore are in regular contact with Public health England in Haringey who keep us abreast of any scientific findings or developments pertaining to BAME colleagues.

In order to support all colleagues we have the following in place:

- A renewed subscription to the Education partnership charity which offers counselling and support to colleagues. This has been well utilised already during lockdown
- The Headteacher being available to talk to any colleagues about any matters relating to their wellbeing

Our Respect mindset ethos highlights the importance we place on supporting each other and looking out for each other. Therefore, colleagues' mental health and wellbeing will be constantly reviewed and interventions put in place should the need arise.

**Staff who are extremely clinically vulnerable (this is now the only category that allows for shielding)**

As the Brook is applying the full measures of Government guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable. Although these colleagues returned to work, they have shielded again upon receipt of their letter. We advise those in the most at risk categories to take particular care and the school makes whatever reasonable adjustments it can to accommodate those who are clinically vulnerable whilst ensuring that it meets its obligations to the pupils who are attending sessions. All colleagues within the Brook within these categories are acting on the advice of their clinician.

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
3.	Contact with persons who are unwell with Covid-19 symptoms	Infection and transmission of the Covid-19 Virus	Staff, pupils, other adults on site.	<p>Permanently in place</p> <ul style="list-style-type: none"> <li>Pupils, staff and other adults are informed not to come into school if they Have Corona virus (Covid - 19) Symptoms or have tested positive in the last 7 days. <ul style="list-style-type: none"> <li>Anyone developing Covid-19 symptoms  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a> during the school day is sent home.</li> </ul> </li> <li>All staff are made aware of these requirements.</li> <li>Anyone in the school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), are sent home and advised to follow 'stay at home: <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must</li> </ul>		<p>INSET was arranged from 4<sup>th</sup> January 2021 in which staff will be trained on the strategies implemented by the school to reduce infection and transmission of the Covid-19 Virus.</p> <p>Staff have been given full opening document highlighting all critical information relating to Covid-19 that they should be aware of;</p> <p>In September, Staff who were not in school since lockdown were shown around the school by a member of SLT so that they fully understood the measures that had</p> <p>The following documents will be updated: Staff Handbook Addendum, training documents and Home/School Agreement Addendum: documents updated so that staff are;</p>	

				<p>self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>• If a child is awaiting collection, they are moved to the designated isolation room where they can be isolated behind a closed door with appropriate adult supervision. The room is at least 2 metres away from other people.</li> <li>• A separate bathroom is allocated should it be necessary. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• PPE is worn by staff caring for the child while they await collection See: <a href="#">the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>• 999 is called if someone is seriously ill or injured or their life is at risk. 111 should also be contacted for immediate advice whilst awaiting the ambulance</li> <li>• Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests</li> </ul>		<ul style="list-style-type: none"> <li>• <i>clear about the symptoms</i></li> <li>• <i>aware they should not come to school if they have coronavirus symptoms</i></li> <li>• <i>clear of self-isolating instructions</i></li> </ul> <p>School has a designated isolation room where pupils await collection. One toilet close to the isolation room has also been designated</p> <p>If child needs to use toilet – thorough cleaning (using standard products) will take place before re-use</p> <p>Staff / pupils that have had close contact will be reminded that they do not need to isolate unless a positive result is returned.</p> <p>Thorough hand washing for all who have helped child with symptoms needs to take place – this will also form part of the daily timetable for all children</p> <p>All classrooms are provided with PPE for use only where staff need to give intimate and personal care.</p>	
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				<p>positive or they have been requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with at least an anti-bacterial/viral cleaning agent after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> </ul>	<p>All staff will complete regular on line Covid-19 awareness training in response to Safesmart alerts</p> <p>Regular updates and changes to NHS Test and Trace programme are given to Staff.</p> <p>Signage is displayed throughout all areas of the school to promote effective hygiene and how to wash hands thoroughly.</p> <p>Additional Cleaning staff have been retained in order to clean potential contaminated areas in accordance with guidance. This has been increased from 1 to 2</p> <p>Brook school pupils and staff are kept separate from the Willow staff and pupils</p> <p>Corridors are separated by markers on the floor so that everyone walks on the left near to the wall</p> <p>Staff with or without pupils, will give way on the stairs</p> <p>Toilets have been allocated to specific groups to keep them as separate as possible (see wider opening general information)</p>	
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					<p>The main staff room is for BROOK ONLY. Willow staff will use rooms in between their classrooms</p> <p>The cookery room has been made available for staff breakout to reduce the amount of staff using these area at any one time. Also where pupil numbers are low in respective bubbles, more breakout spaces will be made available by joining family bubbles together.</p>
4	Hygiene	As above	As above	<p>Permanently in place</p> <ul style="list-style-type: none"> <li>• Hands are cleaned more thoroughly and more often than usual. Hygiene routines are already embedded in regular classroom activities</li> <li>• Hand washing and hand sanitising stations are in all classrooms and shared areas sufficient to service the school population</li> <li>• Use of Hand sanitisers are carefully supervised given risks around ingestion. Brook pupils are helped to clean their hands properly. A skin friendly skin cleaning wipes is also available as an alternative</li> </ul>	<p>Daily Hygiene Routines document will be updated and shared with staff. These routines have been in place since March 2020:</p> <ul style="list-style-type: none"> <li>• Children and adults are to wash hands with soap and water for 20 seconds (on arrival, before / after break, before / after eating, before going home, after toilet, after sneeze / cough, as staff deems necessary)</li> <li>• Use of hand sanitisers is carefully supervised– no 'personal' bottles to be brought in from home.</li> <li>• Routines are taught explicitly and frequently and are embedded into school timetables and will continue to be part of the school culture.</li> <li>• Premises team will regularly check and ensure soap and sanitiser are replenished</li> </ul>

					<ul style="list-style-type: none"> <li>Hand sanitiser is mounted on the outside walls by the entrance</li> </ul> <p>All Brook children will carry out these routines with adult support</p>	
	Respiratory Hygiene			<p>Permanently in place</p> <ul style="list-style-type: none"> <li>Tissues and bins are available for the school population to maintain 'catch it, bin it, kill it'.</li> <li>All Brook children are helped to carry out respiratory hygiene.</li> <li>Children who spit uncontrollably or use saliva as a sensory stimulant are supported and methods of managing behaviour continue to be put in place and shared widely with all staff.</li> </ul>	<p>A supply of tissues and other hygiene supplies will be given to classes. A designated Admin officer has been made responsible for sourcing and distributing these items</p> <p>Lidded bins are provided in classrooms to ensure safe disposal</p> <p>Risk Assessments and behaviour support programmes are put in place for any child where saliva or spitting may be a concern (visors may be considered in these cases) This is particularly necessary with the new pupil intake whose sensory needs are not yet known.</p>	
	Cleaning of school and resources			<p>Permanently in place:</p> <ul style="list-style-type: none"> <li>Cleaning regimes/schedules are enhanced for the increased population of the school.</li> <li>Rooms and areas that are shared are cleaned thoroughly and frequently.</li> <li>Frequently touched surfaces (handrails, door handles, switches) are</li> </ul>	<p>Cleaning rota will be revised regularly to ensure that frequently used areas are cleaned more regularly.</p> <p>School will carry out a specialist clean and bio-fogging once per half term.</p>	



				<p>cleaned regularly throughout the school day</p> <ul style="list-style-type: none"> <li>• Toilets cleaned regularly throughout the school day.</li> </ul>	<p>School has introduced 2 additional cleaners to clean frequently touched and heavily used areas, and to constantly wash communal areas and clean toilets</p> <p>Classrooms will continue to have disinfectant spray to clean surfaces – this is part of our regular maintenance and classroom organisation. There is also hand sanitiser available for additional protection</p> <p>When Public Health England publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>, further measures will be put in place</p>	
	Minimise contact between individuals and maintain social distancing wherever possible			<p>Permanently in place:</p> <ul style="list-style-type: none"> <li>• Everything possible is done to minimise contacts and mixing while delivering a broad and balanced curriculum</li> <li>• The number of contacts between children and staff is reduced.</li> <li>• Groups (bubbles) are kept separate and social distancing is maintained wherever practicable.</li> <li>• Sharing of rooms and social spaces between groups is limited.</li> <li>• Specialists, therapists, clinicians, and other support staff for pupils with</li> </ul>	<p><b>Home / School Agreement Addendum will be updated; Staff &amp; Visitors' Guide will be updated:</b></p> <p><b>General Distancing:</b> Children will be in class and family Bubbles. This is where classes next to each other – or across the corridor – are able to work together, go on outings together and be taught together. Family bubbles will not integrate with each other nor the Willow school.</p>	

				<p>SEND provide interventions as usual and their schedule is reduced so that they do not cross bubbles wherever possible. Other visitors to the site, such as contractors are made aware of the school's COVID-19 safety requirements prior to arrival - this includes site guidance on physical distancing; and an explanation of hygiene. Wherever possible, visits are scheduled to be outside of school hours. A record is kept of all visitors.</p>		<p>The Family bubbles are named by colours to make it easier to identify and the details are attached to the end of this information sheet.</p> <p>Children are encouraged to distance (no physical contact with each other, spaced out while in class and non-contact games in PE and the playground), but it is recognised that this is unlikely with Brook pupils. Therefore the protective measure is the Bubble itself and the lack of contact with other pupils and adults.</p> <p>There will be no school clubs in operation as it will not be possible to maintain the integrity of the bubbles in the current time/.</p> <p>Staggered break times and lunch times will be put in place so that Willow and Brook schools do not coincide. The Brook School will have family service meals in their classrooms. Appropriate equipment has been purchased to transport food safely and keep it at the appropriate temperature. SMSAs have been trained as to how to carry out family service appropriately.</p> <p>The Willow school will use the hall and gym for lunches thereby avoiding contact with the Brook.</p>	
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					<p>Teachers and therapists that have to work across class groups will maintain social distancing where appropriate or practicable. The therapists adhere to their own NHS guidelines and inform the school of any implications for both operation and service delivery.</p> <p>Staff are required to wear visors or masks when in communal or shared spaces (unless exempt). They do not wear those when working with children.</p> <p><b>Visiting Therapists/professionals:</b></p> <ul style="list-style-type: none"> <li>• They are given a copy of the Visitors Guide which explains the need to follow hygiene routines and distancing where practicable</li> <li>• A Record of all visitors, including contact details is kept in case it is necessary to inform them of possible contact with COVID19 symptoms</li> </ul> <p>External therapy or educational consultants will only work with dedicated bubbles. These visits will be planned in advance and the professionals will be encouraged to practise COVID-19 health and safety procedures when they are on site.</p>	
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					Student teachers or volunteers will only be introduced into a bubble if they will be with the school for more than a month.	
	Measures within the classroom			<p>Permanently in place</p> <ul style="list-style-type: none"> <li>• As children at the Brook cannot socially distance, they remain in smaller groups (class groups/Family groups)</li> <li>• Classrooms are adapted to facilitate distancing where practicable</li> <li>• Unnecessary furniture is removed from classrooms.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and/or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles.</li> </ul>	<p>Staff continually consider classroom arrangements to avoid pupils sitting directly in front of each other where possible</p> <p>Unnecessary furniture has been removed from the classroom to create maximum space</p> <p>There are no whole school assemblies or gatherings but pupils have on-line assemblies within their family bubbles Books, games and other resources, shared within bubbles, will be cleaned regularly</p> <p>Books and resources within bubbles can be sent home on a weekly basis, but will be left untouched for 72 hours upon return (usually over a weekend)</p> <p>Home school books are used for communication but staff will use hand sanitiser before accessing the contents of bags In order to maximise learning and to promote wellbeing with an emphasis on routine and structure</p>	

					<p>and also emphasis on movement breaks, short burst of quality teaching. PSED curriculum and approaches to teaching, regular updates are provided to staff to underpin the INSET that took place in September 2020</p> <ul style="list-style-type: none"> <li>Cover staff will be allocated to a dedicated bubble in order to avoid contamination where reasonably possible, however this might change should there be an incident where SLT has to reallocate staff for safeguarding and health and safety reasons.</li> </ul> <p>SLT will be assigned to support dedicated bubbles and designated staff members</p> <p>The school will maintain a staff pupil ratio of 4:8 as much as reasonably possible but in most cases 3:8 ratio is acceptable.. In a situation where the school cannot maintain a safe bubble, SLT will consider closing the bubble if appropriate staff is not available and will seek advice from both Haringey LA and, if necessary, the Regional Schools' Commissioner.</p> <p>Staff will continue to assist others in their bubbles with curriculum support. Bubbles will rota staff to carry out curriculum support outside the class room,</p>	
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					<p>which will help to reduce the number of staff within the classroom at any one time. Rotas will be drawn up once the number of staff available and the number of pupils attending is known. It is intended that there is parity throughout the school so that, where practicable, all staff get comparable non-contact time.</p> <p>In-house sessions will be delivered in bubbles and on-line in most instances.</p> <p>Any change of staffing within the bubbles will only be possible where staff have not worked with any other bubble for 48 hours.</p> <p>Teachers will be contacting pupils staying at home at least three times per week to monitor their wellbeing and support parents.</p> <p>Pupils will start on Monday of each week to ensure effective management of staff ratio. This will enable the school to plan staffing for the week efficiently and to allow noncontact time as much as possible.</p> <p>Classes on the ground floor have been encouraged to access areas of the school from doors leading directly outside</p>	
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					<p>rather than walking through the building. This will minimise the number of staff commuting through the corridors.</p> <p>Whilst the staff: pupil ratio remains appropriate, bubbles will deploy staff responsibilities outside the classroom to ensure that staff are given noncontact time within the school week.</p> <p>Admin staff will not enter classrooms and will leave information or curriculum material in the dedicated classroom box by the door.</p> <p>Premises team will ensure proper ventilation system within the building. Windows will be kept open. Where there is an issue to fully open the window, premises team will investigate and rectify urgently.</p>	
	Measures outside the classroom			<ul style="list-style-type: none"> <li>• Assemblies and large gatherings are avoided, and are conducted by zoom instead</li> <li>• Movement around the school is kept to a minimum to avoid busy corridors, entrances and exits.</li> <li>• Start and finish times, break and lunch times are staggered both within the Brook and with the Willow.</li> <li>• Staff office spaces and staff rooms have been rearranged to allow for</li> </ul>	<p><b>Start/End of Day:</b> There is a staggered start for Willow and Brook children to avoid contact</p> <p>Assemblies – see above</p> <p>Teaching will take place within classrooms and family bubbles so that movement around the school is minimised</p>	

				<p>social distancing. Maximum occupancy of spaces available are clearly communicated, understood, and enforced.</p>	<p>Playtimes and use of playground and shared spaces have been put on a rota so that there is minimal contact between schools and bubbles. Toilets are also designated for certain groups</p> <p>Brook staff only have access to the staff room and the cookery room for break times. Screens will be erected in the PPA room to allow more occupancy. Screen are</p>	
	Measures for arriving at and leaving school			<p>Permanently in place:</p> <ul style="list-style-type: none"> <li>• Brook and Willow have staggered start and finish times between groups and overall teaching time is not affected.</li> <li>• Revised arrangements for start and finish times is communicated to parents along with instruction not to gather at school gates.</li> <li>• Procedures for removing face coverings worn by children and staff arriving at school are in place.</li> <li>• Children and staff wash their hands upon arrival at the school for at least 20 seconds</li> </ul> <p>As of 5<sup>th</sup> January, the Brook has approximately 50% occupancy but the Willow is reduced to less than 10%. T</p>	<p>The school day for children on transport starts at 9.00am and finishes at 3.00pm. If parents are bringing their child to school then school will start at 9.15am and finish at 3.15pm.</p> <p>Clear communication is given to parents regarding the drop off / pick up timetable, and the need to avoid gatherings. Parents congregate at a distance in the marquee whose sole purpose is to provide shelter during drop of and pick up</p> <p>Pupil face coverings will be removed at the start of the day as will staff coverings if they are not working with children. These are</p>	



					<p>removed using the following procedures:</p> <p>Pupils / staff will be reminded not to touch face when removing</p> <p>They are to wash hands after removal</p> <p>Temporary coverings are to be disposed of in lidded bin.</p> <p>Reusable ones are to be placed in plastic bag until can be taken home</p> <p>Where appropriate, main corridor doors will be left open to avoid contact with door handles etc. until staff and pupils are in the classroom and can wash their hands</p>	
	Other considerations			<p>Other visitors to the site, such as contractors are made aware of the school's COVID-19 safety requirements prior to arrival - this includes site guidance on physical distancing; and an explanation of hygiene. Wherever possible, visits are scheduled to be outside of school hours. A record is kept of all visitors.</p> <p>Children with SEND (whether with Education, Health and Care Plans or on SEN support) constantly need specific help and preparation for the changes to routine that this involves,</p>	<p>Admin Officers will keep an up to date record of all visitors that come in to the building. Visitors will be booked in advance on the school's visitor management system.</p> <p>Premises manager will ensure that preventative maintenance work will be carried out outside school hours where possible.</p> <p>Visitors are expected to sanitise their hands before accessing the building and to wear face coverings when not working with children.</p>	

					<p>School has invested in an in-house on-line training to enable staff to train off site. This will ensure that staff will only be on site where it is absolutely necessary</p> <p>School will encourage parents (through written communication) to check their children temperature in the morning before putting them on the bus. School will reintroduce strict measures to prevent parents from congregating on the school premises for lengthy conversation. Staff will also be encouraged to avoid lengthy conversations in corridors.</p> <p>School has created an operational working party with members from a wide cross section of the school community. The group's objectives are to identify and solve issues relating to COVID-19 logistics and operation that might impact on the safety and wellbeing or effectiveness of the current systems. The group will solve issues before they become a problem.</p> <p>The number of people using the BILC building has been significantly reduced by both schools. This has significantly</p>	
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					<p>improved the amount of surface area available per staff.</p> <p>Admin and some premises staff will be working in designated groups that will be rotated to reduce the number of staff in the office at any one time.</p> <p>The Brook School will update transport arrangements where necessary and abide by the LA guidance for LBH SEND Transport team</p> <p>The school has revised the Bubble Map in the gym: buses/parent collection: This will ensure that staff members waiting in the hall to collect their children are waiting in a dedicated bubble. This system will allow more time to collect pupils without contaminating the respective bubbles.</p> <p>The school will monitor transport providers, to ensure that (as far as possible), they follow hygiene rules and try to keep distance from their passengers as outlined in the LB Haringey Transport provision policy as well as follow the requirements for. self-isolation and testing should the need arise.</p>	
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	PPE			<ul style="list-style-type: none"> <li>• The Brook will not require PPE beyond what we would normally need for our work. Where that is the case the Government guidance is followed see: <a href="#">safe working in education, childcare and children's social care</a> .</li> <li>• PPE is used at the Brook :</li> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• for intimate care</li> </ul>	<p>The use of PPE will be added to the Staff Handbook Addendum:</p> <p>PPE (mask, gloves and disposable apron) will be replenished regularly and will be accessible to staff involved in intimate care only.</p> <p>Masks/visors will not be worn routinely due to the negative impact that this will have on children's communication and wellbeing; however all staff wear masks or visors in communal spaces, shared spaces or transitioning unless exempt</p> <p>All parents must now wear masks on the school premises, unless exempt. If necessary a disposable mask is provided before the parent comes on site</p>	
	Response to any infection			<ul style="list-style-type: none"> <li>• The Brook participates in the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. <b>The Brook will ensure that staff members and parents/carers understand that they will need to be ready and willing to:</b></li> <li>• <b>book a test</b> if they are displaying symptoms. Staff and pupils are informed not to come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be</li> </ul>	<p>School will update to Home / School Agreement, training document and Staff Handbook Addendum:</p> <p>School has ensure that the procedures regarding response to any infection has been clearly communicated to staff during the September 2020 inset and regular updates are given as Government guidelines change (ie now 10 days isolation, not 14).</p>	

				<p>tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <b>self-isolate</b> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>• Get a rapid test if they do not display symptoms and then a PCR test subsequently if the rapid test proves positive</li> <li>• get a test if they display symptoms of coronavirus (COVID-19). Tests can be booked online through the <a href="#">NHS testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. All staff within school have priority access to testing</li> <li>• inform us immediately of the results of a test</li> </ul> <p>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p>	<p>Admin team will be given training to enable them to communicate information regarding response to any infection to parents, staff, pupils and visitors.</p> <p>School will have access to a limited number of Home Testing Kits, which will be given to parents collecting a symptomatic child if the parent is unable to obtain a test themselves.</p> <p>Although not mandatory, School will encourage staff to test regularly to identify asymptomatic symptoms</p> <p>The Family Support officer and SLT will support admin staff to respond to any infection and keep in contact with the family</p> <p>HR Admin staff will keep a record/register of staff in self-isolation and ensure that staff only return to work at the appropriate time.</p> <p>Appropriate virtual sessions will be available on the website</p>	
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				<ul style="list-style-type: none"> <li>if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.</li> </ul>		<p>supported by personal contact with teachers if there is a localised lockdown or pupils/ family bubble are in self isolation.. For those parents who have chosen to keep their children at home, an on line learning package has been developed and will be with all such parents by the end of Spring 1, first week.</p>	
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<b>Manage confirmed cases of Coronavirus amongst the school community</b>
<ul style="list-style-type: none"> <li>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</li> </ul>

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability Major injury or long-term absence 3-day injury or temporary disability Minor injury
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ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.



**Risk Assessment Method (continuing).**

**Matrix**

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

**Action Level**

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required