

RISK ASSESSMENT FORM



Service:	Location: BLANCHE NEVILE SCHOOL	Assessment Completed by: HEULWEN REES (HEADTEACHER)
Description of Activity/Task Assessed: Early Years and Primary School Educational Provision (Covid-19 Assessment)	Date of Assessment: 18/05/2020 Completed 12/06/2020 Updated and Risk Level Completed 20/07/2020 Updated in line with DfE Guidance for full opening: schools pub 02/07/2020 19/08/2020 Updated following LA H&S feedback and telephone conversation	Review Date: To be reviewed weekly – Thursday with SBM and SLT

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
1.	<p><u>Context:</u></p> <ul style="list-style-type: none"> Blanche Nevile School for the Deaf is one school with a Primary Department co-located with Highgate Primary School (HPS) and a Secondary Department co-located with Fortismere School (F) This Risk Assessment is a working document and clearly identifies issues with are specific to the Primary or Secondary sites. Appendix 1 (see p16) clarifies the ‘bubble’ structure. The Primary Department has a suite of rooms on the first floor of HPS and is not self-contained. Facilities including pupil and staff toilets are shared The Secondary Department is in a self-contained building on the site of F school. Because of the this and for the summer term, provision has been made for identified pupils to attend Blanche Nevile Secondary site Pupils and staff will return to Blanche Nevile Primary at HPS on Thursday 3rd September 2020 This Risk Assessment will be shared with colleagues at Fortismere and we will ask to view theirs. This will become increasingly important as more and more of our pupils and theirs return to school. This risk assessment considers how to mitigate risks to pupils, staff and others presented by Covid 19 as we increase the number of pupils attending. This risk assessment is updated to reflect all pupils and all staff returning to school from Thursday 3rd September 2020 Hazard – Covid 19, which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The 						

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virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

- Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who should be excluded from school. Government guidelines mention that:
 - severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract COVID-19
 - the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with COVID-19
- The severity of Covid-19 remains high until a vaccine or treatment is available.
- The overall risk assessment below considers actions which the school will take to mitigate the risk presented by Covid 19
- **All preventative and protective measures identified and implemented successfully during the summer term 2020 remain in place and have been supplemented with reference to the DfE Guidance referenced above.**

2. In line with Government guidance:

1. Vulnerable children and young people (0 to 18 years of age) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield.

We do not have any pupils in this category.

Shielding advice for all adults and children will pause on 1 August (p17/35)

2. Vulnerable adults Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#) should work from home where possible.

We have 1 member of staff possibly in this category. That member of staff has been working at home since 20th March 2020.

Shielding advice for all adults and children will pause on 1 August (p17/35) subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Living with shielded or clinically vulnerable person If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.

We currently have three members of staff in this category.

Significant reasonable adjustments have been made.

It is not appropriate for them to work from home all the time.

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As above

- If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home.

As above

School workforce Update:

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. When all pupils return to school, the number of staff able to work from home will reduce significantly. All staff have been offered an individual risk assessment and a small number have taken this up. This offer remains in place and the updated pro-forma provided by the LA will be used.

Staff who are clinically vulnerable or extremely clinically vulnerable

The risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.

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

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<p>3.</p>	<p>Possible transmission of the virus between staff and children, and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Staff Support staff Pupils Parents/guardians Family members Transport providers Contractors incl cleaners, site managers</p>	<p>Our Primary Classes are smaller than mainstream classes and will need a minimum of 1 Qualified Teacher, 1 Communication Support Worker (CSW) and 1 Learning Support Assistant (LSA) Reduction in pupils and staff numbers. The HT together with the SLT and other relevant colleagues has RAGGED all pupils according to vulnerabilities, those known to children’s services and communication needs. This is updated regularly. In order to minimise class sizes, only pupils ragged Red or Orange will be offered a place at school until the risks have reduced further. Two Primary Classrooms will be set up at Secondary and desks will be spaced as far apart as possible. The two Primary Classes will be divided by age and will depend on the actual pupils attending Different Year groups will return to school slowly in the following order Yr 6, Yr 1, Yr 5, N&R, Yr 3&4</p> <p>PLEASE SEE APPENDIX 1 BELOW</p> <p><u>Blanche Nevile Primary will operate as its own bubble.</u></p> <p><u>Minimising contact between individuals and maintaining social distancing will continue to be prioritised</u></p> <p>Inclusion lessons with mainstream classes will not take place for the first half of autumn term.</p> <p>Playtimes and lunchtimes will be separate from mainstream.</p> <p>BN EYFS and KS1 will have shared playtimes and lunchtimes.</p> <p>BN KS2 will have a separate playtime and lunchtime from EYFS and KS1</p> <p>Teachers, CSWs and LSAs will remain with one class and form internal bubbles</p> <p>All these actions will minimise contacts within BN Primary and more widely throughout the shared school building</p> <p><u>Blanche Nevile Secondary will operate as its own bubble.</u></p> <p>Students will access mainstream lessons through google classroom whenever possible in order to minimise contact/risk</p> <p>KS3 bubbles will have playtime/lunchtime separately from KS4 bubbles</p> <p>This will be supervised by staff in the designated bubble<small>Key information including updates is shared in a timely manner with all stakeholders using a range of media – website, school comms, email and staff briefings Ongoing</small></p> <p>All vulnerable staff offered updated individual Risk Assessment using LA revised template Regular briefings with cleaning company</p>	<p>1 Very High + 2 Remote = Medium</p>	<p>NONE</p>	<p>Page 4 of 19</p>
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4	<p>Curriculum Practicalities or logistics of provision Same as in Section 3</p>	<p>Staff Support staff Pupils Transport providers Contractors Parents/guardians Family members</p>	<p>Staff rota in place with staff placed in bubbles – staff work one week on, one week off (working at home) Temperatures will be taken on arrival Temperatures will only be taken if/when pupils or staff appear unwell Handwashing will be supervised on arrival and throughout the school day Ongoing Pupils will bring a packed lunch Primary pupils will have school lunch in their classrooms to minimise contact – this will be provided in ‘grab bags’ or the equivalent Secondary students will have school lunch delivered to Blanche Neville to minimise contact A limited curriculum offer will be available with a focus on English and maths so that pupils not attending school are not further disadvantaged The National Curriculum will be reintroduced and fully operational no later than May 2021 Teachers will carry out formative assessments throughout September and plan carefully to address gaps in learning through a cross curricular approach SeeSaw used as online platform for pupils at home Primary teachers will continue to use SeeSaw as an online platform for pupils unable to attend school and should a national or local lockdown be implemented. However, this provision will be extended to include a range of subjects each day and a weekly timetable will be put in place and shared with families Secondary teachers and others will receive training in using Google Classroom so that quality learning can continue in the event of a local or national further lockdown Students will be taught how to access and use Google Classroom during September/October Outdoor lessons or classroom activities will be planned. PE lessons will take place outside whenever possible – no contact sport will be allowed either during PE lessons or at playtime or lunchtime Pupils will have a designated classroom and will remain in them except at agreed times. This schedule will be prominently displayed.</p>	<p>1 Low + 2 Remote = Low</p>	
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4	<p>Curriculum Practicalities or logistics of provision Same as in Section 3</p>		<p>Assemblies will not take place Assemblies will be held via Zoom and structures clarified in Appendix 1 We will stagger break times (including lunch), so that children are not moving around the school at the same time. This information is shared with staff and updated regularly. As pupil numbers grow at both Primary and Secondary we will stagger drop-off and collection times See Appendix 2 below for staggered playtimes and lunchtimes Pupils will have individual resource packs to reduce cross contamination All sharing will be actively discouraged <u>EYFS & KS1 Classroom</u> Playground equipment will be cleaned regularly and between different bubbles. Unnecessary items have already been removed from relevant classrooms Soft furnishings and toys have been removed from classrooms Pupils are brought to school by different Local Authority transport services. Ensure that they are applying the Coronavirus (COVID-19): safer travel guidance for passengers All transport providers have been contacted and their risk assessments requested. HT referencing 'Transport to school and other places of education: autumn term 2020 11/08/2020</p>		
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5	<p>Maintaining infection control during the day. As in Section 3</p>	<p>Staff Support staff Pupils Transport providers Contractors Parents/guardians Family members</p>	<p>Government guidance states that 'the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres from others (and where this more difficult)</p> <p>PPE will be used by staff looking after a pupil if the pupil becomes unwell during the school day and seems to show symptoms of COVID-19 and whilst waiting for a parent to collect the pupil. Good ventilation will be ensured (p12/35)</p> <p>PPE will continue to be used for intimate care needs as is custom and practice (p12/35)</p> <p>Children and young people will be in the same small groups at all times each day, Every effort will be made to ensure that different groups are not mixed during the day, or on subsequent days</p> <p>See Appendix 1 – at Primary and Secondary we will have the Blanche Nevile bubble, key stage bubbles and class bubbles – the largest bubble will contain 19 pupils and 11 staff (p5/35)</p> <p>Staff attending work will be grouped into teams and those teams allocated to a specific cohort of pupils.</p> <p>At Primary all staff and pupils will be allocated to a teacher; at Secondary staff and pupils will remain within a learning bubble and have sole use of a classroom. Subject specific teachers (p9&10/35) will move classrooms.</p> <p>Pupils and staff will have a 'home' classroom which they will use every day.</p> <p>This will continue at Primary and at Secondary</p> <p>Classrooms will continue to be cleaned thoroughly at the end of the day.</p> <p>KS2 pupils will be allocated a named desk</p> <p>All pupils from Year 1 upwards will be allocated a named desk within their dedicated classrooms. Classrooms will not be shared</p> <p>Hazard tapes placed at key points as a signal to stop and check that the pathway is clear</p> <p>These will be put in place at Primary and remain at Secondary</p> <p>Classrooms designated to bubbles to limit circulation routes and limit number of pupils using them at any time</p> <p>The Secondary circulation route is well established and will continue. At Primary, all staff and pupils will enter our suite of</p>	<p>1: Very High + 2: Remote = Medium</p>	<p>NONE</p>	
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		<p>rooms through the dining hall entrance not through the main school entrance. HPS staff will not have access to our corridor</p> <p>Primary pupils will always be supervised when washing their hands. Ongoing Pupils will have lunch at different times and outside (weather permitting). Timetables are shared with all staff</p> <p>Primary pupils will have lunch at 12:30 separately from mainstream peers (HPS) in their classrooms using a 'grab bag' system.</p> <p>Secondary students will have lunch separately from Fortismere Students and the two key stages will have lunch at different times using the 'grab bag' system</p> <p>Toilet breaks will be supervised to that toilets do not become crowded by limiting the number of children or young people using the toilet facilities at one time</p> <p>Pupils at Primary will have sole use of staff toilets male and female above the dining centre and staff will have sole use of the disabled toilet.</p> <p>All arrangements will be shared with staff and pupils especially those who have not been in school for some time.</p> <p>Headteacher letter to families 13/07/2020</p> <p>Zoom meetings for parents held 15/07/2020 at 10:00 and 17:00</p> <p>Further Zoom meetings for parents in autumn term</p> <p>Posters with key information will be prominently displayed using signed visuals to ensure understanding. Consider introducing a reward system</p> <p>Posters to be displayed at Primary too – reward system for Catch It, Bin It, Kill It, to be introduced in time for seasonal coughs, colds and flu</p> <p>We will plan a range of outdoor activities as being outdoors can limit transmission and more easily allow for distance between children and staff</p> <p>Ongoing – no contact sport will take place (p27/35)</p> <p>All outdoor equipment will be cleaned appropriately and between bubble use</p> <p>Ongoing (p27/35)</p> <p>Doors and windows to be kept open to ensure good circulation</p> <p>Ongoing</p>			
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			<p>Touch points e.g. door handles to be cleaned regularly</p> <p>Ongoing We will stagger the use of staff rooms and offices to limit occupancy</p> <p>Ongoing (p11/35) <u>Reduce the use of shared resources:</u> Pupils will not be able to take books and other resources home</p> <p>Ongoing (p12/35) and pupils will have named plastic wallets with equipment such as pens, pencils, rulers etc for their sole use Pupils will be not be allowed to bring in anything other than their lunch</p> <p>Ongoing (p12/35) Shared materials and surfaces will be cleaned and disinfected frequently</p> <p>Ongoing (p12/35) and all classrooms will have cleaning kits Practical lessons e.g. Art or Cookery will be carefully timetabled so that equipment can be cleaned thoroughly and the classroom or other learning environment is properly cleaned between groups of pupils</p> <p>Ongoing (p12/35) and the art room and cookery room timetables allow for appropriate cleaning between teaching groups</p> <p><u>Adjust transport arrangements where necessary including:</u> Encourage staff to walk or cycle to school where possible</p> <p>Ongoing Secondary staff who are unable to do so will be able to use the car park at Fortismere</p> <p>Primary staff will resume using their essential worker permits near HPS</p> <p>Secondary staff will resume using the Fortismere car park Staff using public transport will be encouraged to travel outside the rush hour.</p> <p>Staff using public transport must wear face mask/face coverings in line with current national requirements (p16/35) Remind transport providers and parents of Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel through emails and direct communication when drivers and escorts bring pupils to school</p> <p>Transport providers to follow updated guidance (11/08/2020) regarding distancing in dedicated school transport, additional cleaning and the use of hand sanitiser on entering and leaving the</p>			
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			<p>bus/taxi (p15/35) All transport providers will be informed of school start and finish times Ongoing & email to all LA providers w/b 13/07/2020 Transport providers from all Local Authorities to be asked to provide their risk assessments. Ongoing – response from Brent LA 21/07/2020 awaiting further government guidance School to check specifically that transport providers know they should not work if they or a member of their household are displaying any symptoms of coronavirus Ongoing That transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers Ongoing and additional information (p15/35) and guidance 11/08/2020 Transport providers to remain onsite until pupil temperatures have been taken and it has been confirmed by school staff that the pupil can remain at school Temperatures will not be taken from Thursday 3rd September 2020 (p8/35) Transport providers together with school staff identify which pupils need help with seat belts and then take appropriate actions to reduce risk if hygiene rules and social distancing. Note expectation that transport providers ensure pupils use hand gel on entering and leaving vehicle (p15/35)</p>			
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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
6.	Hygiene Same as in section 3	Staff Support staff Pupils Transport providers	The sink in Room 8 has been made available to Primary pupils and staff so that hand-washing facilities are nearby. Room 8 will revert to being a secondary classroom. The school has a good supply of PPE including gloves, visors, aprons, masks readily available to all staff	1 Low + 2 Remote =	NONE	

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		<p>Contractors Parents/guardians Family members</p>	<p>Ongoing and supplies checked and reordered in a timely manner Guidance for using and disposing PPE will be shared</p> <p>Ongoing – posters will be clearly displayed and shared in inset 03/09/2020 Hand sanitiser is available in reception, classrooms and other learning environments At Primary, handwashing facilities will be made available in every classroom (there is a sink in every classroom) and hand sanitiser available for all visitors on arrival Alcohol wipes are used to clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. All classrooms both at Primary and Secondary will have boxes of cleaning resources which will be kept out of reach whilst being easily accessible (p8/35) Alcohol wipes are used to clean high traffic areas used by staff e.g. the kettle, signing in board, door handles, photocopier</p> <p>Ongoing Normal detergents and bleach will remove traces of the Covid-19 virus.</p> <p>Ongoing (p8/35) These cleaning materials are stored safely and out of reach of pupils.</p> <p>Ongoing (/8/35) There are sufficient supplies and cleaning staff are available to maintain good infection control. The school day has been shortened in order to ensure this. Primary pupils will finish at 15:00 and Secondary at 15:10 to allow more cleaning time. In addition, as the Primary setting is not stand alone, Primary will finish at 13:15 on Fridays for autumn term in order to allow for additional cleaning. Playtimes and lunchtimes have been shortened to ensure that teaching time remains the same (p11/35)</p> <p>Personal Hygiene: Ensure that all adults and pupils: Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Pupils are supervised.</p>	<p>Low</p>		
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			<p>Ongoing Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing</p> <p>Ongoing in addition clear guidance will be given to staff (02/09/2020) re the use of face coverings on public transport and staff will be directed to wash their hands thoroughly on arrival at school, remove their face coverings and either dispose in a covered bin or place in a clean plastic bag if reusable.</p> <p>Training on the use of PPA referenced above will also make clear the need to wash hands before and after adjusting face coverings. Class Teachers and Form Tutors will ensure that pupils are familiar with the hygienic use of face coverings.</p> <p>Are encouraged not to touch their mouth, eyes, and nose</p> <p>Ongoing Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Ongoing and see above Ensure that help is available for children and young people who have trouble cleaning their hands independently – see above</p> <p>Ongoing Consider how to encourage young children to learn and practise these habits through games, songs, and repetition</p> <p>Ongoing We will provide bins with lids wherever possible for tissues and ensure that these are emptied throughout the day</p> <p>Ongoing and additional bins delivered to Primary site Where possible, all spaces should be well ventilated using natural ventilation (opening windows)</p> <p>Ongoing Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Ongoing and in line with fire regulations We will ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population.</p>			
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			Ongoing		
7	Exposure to Corona Virus -Use of PPE Same as in Section 3	Staff Support staff Pupils Transport providers Contractors Parents/guardians Family members	<p>The Use of Personal Protection Equipment (PPE)</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Ongoing</p> <p>PPE is only needed in a very small number of cases including: Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>See Section 5 above</p> <p>Staff are to use PPE when: Supervising the toileting of very young pupils or if Looking after a pupil or colleague who becomes unwell with possible Covid-19 symptoms</p> <p>Ongoing –SaLT/Audiology Room at Primary; DHT office to be used at Secondary</p> <p>The school has a good supply of PPE including gloves, visors, aprons, masks readily available to all staff</p> <p>Ongoing and separate supplies for Primary and Secondary will be ordered in good time for September 2020</p>	<p>1 Low</p> <p>+</p> <p>2 Remote</p> <p>=</p> <p>Low</p>	NONE
8	If staff or a child becomes unwell with Covid symptoms Same as in section 3	Staff, support staff. children, contractors, parents/guardians	<p>If a child, young person, or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>Ongoing – the self-isolation period has been increased from 7 days to 10 days</p> <p>Should a pupil or member of staff become unwell during the school, he/she will be isolated in a closed, well ventilated room until collected by a parent/guardian or known member of the family</p> <p>Inform all staff and pupils that they will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>Ongoing – judicious use of the limited supply of testing kits</p>	<p>1 Very high</p> <p>+</p> <p>2 Remote</p> <p>=</p> <p>Medium</p>	NONE

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			<p>provided for schools (p13/35) Where the child, young person, or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</p> <p>Ongoing Where the child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</p> <p>Ongoing - evidence of a negative test or other medical evidence will not be requested before pupils/staff return to school (p14/35) As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Staff and families will be strongly encouraged to engage with the NHS test and trace programme. The home school agreement has been updated to include this (p5/35)</p>			
9	Lack of adequate communication Infection control procedures and protocols are not observed.		<p><u>Primary & Secondary Families:</u> The HT, the AHT (Primary) or AAHT (Secondary) will make direct contact with all families before children return to school in order to make sure that they understand: That children must not come to school if any family member is displaying symptoms of COVID-19 They must follow the COVID-19: guidance for households with possible coronavirus infection All pupils are brought to school by LA transport providers. In the event that a parent were to do so, only one parent would be able to bring or collect a child Parents will only be able to enter school premises if they need to collect a sick child</p> <p><u>School Staff</u> Regular staff briefings (by Zoom), whole school staff emails and School Comms will continue to be used to ensure that staff are aware of safety measures, timetable changes, arrival and departure times), changes in use of school spaces</p> <p>Key changes in use of rooms at Secondary communicated to staff before the summer holiday.</p>	1 Very High + 2 Improbable = LOW	NONE	

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			<p>Staff made are aware of pupil and staff bubbles in place for September 2020</p> <p>Zoom staff briefings from 07/07/2020 focused on Government Guidance for September 2020</p> <p>HT Met with NEU and Unison School Representatives on 21/07/2020 to share this updated Risk Assessment and go through the Joint Unions' Checklist for September with HT's detailed commentary.</p> <p>All contractors and delivery drivers to be made aware of expectations e.g. cleaning, hygiene suppliers</p> <p>Ongoing – no contractors on site when pupils present unless an emergency</p> <p>Continue to discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if necessary</p> <p>Ongoing and discussions with HT at HPS – deep clean has already taken place in preparation for return</p>			
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Appendix 1

Blanche Nevile Primary Bubbles September 2020

	Primary Infant Bubble		Primary Junior Bubble		
	EYFS	Yr 1&2	Yr 3	Yr 4	Yr 5&6
Teachers	ET	SM	RO	MW	OF
CSWs		BJ	MH	JW	NT
LSAs	MB (M – Th) JS (M T W) EH (Th F)	EH (M T) LL (W Th F)	NA	FS (M T (am) Th Fr (pm))	TK (M T W) RG
No of pupils	4	6	6	4	9

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Blanche Nevile Secondary Bubbles September 2020

Appendix 2

	Secondary KS3 Bubble			Secondary KS4 Bubble			
	Group C&D	Yr 7/8	Year 8/9	Year 10	Year 11A	Year 11B	Year 10/11 WJEC
Teachers	LC & LW	HD	Jaz & MH	ED	LD	JD & OD	SG
CSWs	DP	MMcN	CT & AF	ES	CB (MWF) CFB 9 (T W Th)		
LSAs	AE & MW						RR
No of pupils	6	5	5	4	4	4	3

		Secondary KS3 Bubble	Secondary KS4 Bubble
Morning Play	10:00 – 10:20	Upper Ground	Lower Ground
Lunch Play		12:25	12:50
Lunch (Classrooms)		12: 50	12:25

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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

ii - the likelihood of the outcome to occur

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

Likely	A repetitive occurrence should be expected
Probable	Foreseeable
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Improbable	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.

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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