Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas

PANDEMIC RISK ASSESSMENT

DATE OF RISK ASSESSMENT: 10th March 2020	ASSESSORS'S NAME: Andrea Parker
DIRECTORATE: **EDUCATION**	SITE/LOCATION: **Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas**

Background giving rise to this assessment: Coronavirus (COVID-19) has been declared 'category four' major incident. This now means that the Department of Health and Social Care, Public Health England and NHS England and Improvement now take up the reins as Gold command and are directing the national response. The National Plan comprises four main phases: contain, delay, research and mitigate. The incident is now in the latter stages of the 'contain' phase moving towards the 'delay' phase.

This risk assessment is to be used in conjunction with the schools Coronavirus risk assessment 1 designed to mitigate risks.

This pandemic risk assessment will be actioned should Public Health England enforce school closures.

ACTIVITY/LOCATION/ SITUATION	HAZARD/RISK	ACTION REQUIRED	BY WHOM	DATE COMPLETED
Bonneville, Jessop, Stockwell Primary Schools and Stockwell Brixton Better Start Areas	• Risk of coronavirus infection spreading to children and staff at schools and Children Centres	• Leaders must ensure risk assessments are shared and read by staff, gathering confirmation that they have read and understood the document by register. • Identify and outline a risk assessment for high risk staff members • To organise manage and prepare all staff for Virtual School	Lead Headteacher/Deputy Headteacher/Head of Schools/Assistant Headteachers Lead Headteacher Head of Standards	12th March 10th March Ongoing

Reduced staffing capacity	• Risk of teaching staff and teaching support staff presenting symptoms and informed to self isolate by NHS 111 • Risk of non classroom based staff presenting symptoms and informed to self isolate by NHS 111	• School remains open whilst staffing levels are at and above 2 adults per class for Pre-School, Nursery and Reception, 1 adult per class from year 1 upwards. • Should the school only be able to provide the balance of support staff in a class, an alternative timetable may be deferred. Due to KS2 SATs testing, maintaining the year 6 academic timetable will be a priority • Using halls to facilitated larger groups may be deployed • Where keeping any child safe becomes a heightened risk due to reduced staffing capacity, families will be asked to keep their children at home • All pre-planned trips must be reviewed by leaders the morning of the trip, should the reduction of staff to support the trip fall below our 2 adults per class ratio, across the school, the trip must be cancelled • Leaders to outline a staggered daily play and lunchtime timetable to enable cover for breaks for staff. All teachers will be required to cover playtimes • Each school can continue to function with one admin person, one premises person and two members of the Senior Leadership Team • Should the administrative team significantly reduce, parents/carers will be asked to only contact the school for emergency purposes and be reminded to use the schools websites • During times of self-isolation, with no diagnosis, admin staff will be required to work from home, maintaining the upkeep of the schools website	Lead Headteacher/Deputy Headteacher/Head of Schools/Assistant Headteachers	
Reduced staffing capacity of contractual staff	• Impact on school meals • Impact on cleaning	• Lead Headteacher to request Risk Assessment from Caterink • If the impact comes is highlighted within 24hr notice, the school will ask parents to provide a packed lunch for pupils where possible, followed by reimbursement • If the impact comes at less than 24 hours notice, the school will purchase sandwiches and fruit to ensure children are fed and invoice Caterlink for reimbursement • Lead Headteacher to request Risk Assessment from provider • Where possible resources will be shared between schools	Lead Headteacher/Head of Schools/ Senior Finance Officer/Bursar	11th March

Instruction by Government bodies to close the schools.	• Risk of parents/carers not being informed in a timely fashion	• Run report to ensure schools have correct contact information for all parents/carers for mass text messaging and emails. All gaps must be filled by means of telephoning parents for updates. Activities to be confirmed by 11th March 4pm to Lead Headteacher • Ensure Lead Headteacher, Head of Schools, Senior Finance Officer and Bursar have remote access to all parent contact information (text and email) • Lead Headteacher to ensure a page on each schools website is set up with easy to access information on COVID-19 Coronavirus, risk assessments, updates and links for The Partnership Virtual School	Senior Finance Officer/ Bursar Premises Team	11th March
	• Reduced ability to contact all staff whilst off site	• Run report to ensure schools have correct contact information for all staff. Any gaps must be filled with the correct email and telephone information. Activities to be confirmed by 11th March 4pm to Lead Headteacher • All staff must monitor their emails on a daily basis, as if at work	Senior Finance Officer/ Bursar Premises Team	11th March
	• Pupils are missing education and falling behind in their learning.	• Where Teachers are fit to work (no diagnosis) they will be required to work from home maintaining the upkeep of our 'Virtual School' resources for their class ("Learning Activities' on the Google Drive) • Remote duties may be deployed to any staff member if appropriate and resources enable it		

Further information can be found at:
https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19
On 2nd March 2020 the DfE launched a new helpline:
Phone: 0800 046 8687
Email: DfE.coronavirushelpline@education.gov.uk
Opening hours: 8am to 6pm (Monday to Friday)
No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.

Signed by: …… Date: Tuesday 10th March Andrea Parker Lead Headteacher