**Risk Assessment – Safeguarding Measures during the Covid-19 Outbreak**

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| **Site** | **St Wenn School** | | |
| **Activity being assessed** | **Safeguarding measures during the Covid-19 outbreak** | | |
| **Number of people affected at any one time** |  | **Date of Activity** |  |
| **Name of person completing this assessment** | **R J Roberts** | **Position of person completing this assessment** | **H&S Co-ordinator** |
| **Persons consulted in completion of this assessment** | **Head**  **Senior staff members** | **Revision :** | **0 – August20** |
| **Date of Assessment** | **17th August 2020** |  | |

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| **What are the Hazards ?** | **Who may be harmed and how**  (Pupil, Staff, Visitor, Contractor etc.) | **Existing controls – what are we already doing ?** | **Risk Level**  (Trivial, Tolerable, Moderate, Substantial, Intolerable) | **Further controls if required to lower risk level** | **Re-evaluation**  (Trivial, Tolerable, Moderate, Substantial, Intolerable) | **Comments** |
| Risk of Covid-19 infection spreading between staff, pupils and visiting adults | Pupil, staff, visitors  Infected with Covid-19 and subsequent illness | Headteacher to regularly check the latest government advice for schools and ensure the advice is shared and followed | Moderate | Only staff providing or supporting the delivery of education to be allowed in the building(s) on a daily basis | Tolerable | Risk assessments assessed and agreed for two peripatetic teachers |
| Staff share key information about hygiene daily  Staff remind pupils of good respiratory hygiene advice and good hand washing techniques | Moderate | Staff and pupils to be asked to wipe or wash their hands   * On arrival at school * After blowing their nose or coughing * After using the toilet * After breaks and sporting activities * Before food preparation * Before eating any food including snacks * Before leaving school | Tolerable | Posters showing good hand washing techniques to be sited in prominent positions around school |
| Pupils and staff are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later | Moderate | Installation of hand sanitisers around the entrances and exits  Ensure sufficient soap, hand towels, sanitising gels and boxes of tissues available on site  If they don’t have any tissues available, they should cough and sneeze into the crook of their elbow | Tolerable | Posters showing good respiratory hygiene (catch it, kill it, bin it) to be sited in prominent positions around school |
| Doors propped open to minimise contact with handles (affects fire risk assessment) | Tolerable |  |  | At end of day **ALL** doors are to be closed to prevent spread of fire when not occupied |
| Hand sanitiser and wipes available on entry to school site and around school in communal areas | Moderate |  |  |  |
| Children reminded to wash hands regularly | Moderate | Using soap and water is more effective than using hand sanitisers  Some known allergies to gel | Tolerable | Hand sanitiser gel needs to rubbed in till dry as can cause chemical burns when in contact with metal |
| Remind all staff that additional hygiene refreshing is needed throughout the day | Moderate | Additional sanitising products available and staff asked to pay particular attention to door handles, light switches, all hard surfaces, sanitary facilities and communal areas | Tolerable |  |
| Social distancing taking place and sign at front of school as reminder | Moderate | Pupil attendance registers to be taken daily  Only staff to be allowed into buildings | Tolerable |  |
| Pupil or staff member feels unwell and it is believed that they have been exposed to COVID-19 | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | Call NHS 111 and parent (if pupil) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk  Pupil/adult sent to school office and seated in a room away from others. Explain that they are safe, but you will close the door – make sure the blinds are up, so that they can be monitored and any windows are open for ventilation purposes  If they need to use the toilet whilst waiting for medical assistance, they should use the toilet as directed by the senior staff member | Moderate | The affected person should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin available they should put the tissue into their pocket or up their sleeve for disposing of later. If you don’t have any tissues available, they should cough and sneeze into the crook of their elbow  All areas that have been occupied by the pupil/adult will need to be cleaned once they have left  Supervising adults to have access to disposable gloves and apron | Tolerable |  |
| A case of COVID-19 (pupil or school adult) is suspected at our setting | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | No further restrictions or special control measures are required while laboratory test results for COVID-19 are awaited | Moderate | No need to close the setting or send other pupils or staff home until the outcome of the test is known | Tolerable |  |
| A case of COVID-19 (pupil or adult) is confirmed at our setting | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | Make a report via Cornwall Council’s on-line reporting system  Wait for contact by the local Public Health England Protection Team to discuss the case, so they can advise on any actions or precautions that should be taken Assessment of the school to be undertaken by the Health Protection Team  Advice on the management of pupils and staff will be based on this assessment | Substantial | The Health Protection Team will be in contact with the patient directly to advise on isolation and through Track and Trace identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice  Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team | Moderate | If there is a confirmed case, a risk assessment will be undertaken by the school with advice from the local Health Protection Team. In most cases, closure of the school will be unnecessary, but this will be a local decision based on various factors such as establishment size and pupil mixing |
| Pupils are missing education due either local lockdown or having to self- isolate | Pupil  Falling behind in their learning | Teaching staff to implement full remote learning plan in the case of a local lockdown  Teaching staff to implement individualised remote learning plan in the case of self-isolation | Moderate |  |  |  |
| Lack of first aid cover available during school opening hours | Pupil, staff, visitor  Injury due to accident | School to ensure that a current first aider is always on duty whilst pupils are in attendance | Tolerable | Additional staff member identified and to be fully trained as paediatric first aider as soon as practicable | Trivial | The nominated paediatric first aider is available in the Church Hall and will always be contactable |
| Provision of care for pupils with medical and specific care needs | Pupil, staff  Ill health due to lack of care | Ensure sufficient contents are available to all first aid kits available on site including PPE  EHCs to be reviewed and updated where appropriate | Tolerable | Ensure sufficient and suitably qualified and experienced first aiders are available during the school day | Trivial |  |
| Premises not safe/compliant to be open | Pupil, staff, visitor  Injury/illness due to unsafe/non-compliant premises | Premises manager to undertake comprehensive assessment of safety and compliance of premises | Tolerable | Any outstanding issues to be addressed prior to school re-opening | Trivial |  |
| Occupants unaware of emergency fire evacuation routes | Pupil, staff  Unable to exit building in event of a fire | Existing fire procedures to be reviewed against building occupancy  All staff to be briefed on revised fire procedures and evacuation routes | Tolerable | Fire drills across all buildings to be undertaken in late September  Signage to be complete and applicable | Trivial | Staff on the field and Church and Village Halls to have school mobile phones charged and ready for use in case of an emergency |
| Lack of up-to-date information for staff | Pupil, staff  Inadequate response to arising situation | Agenda item on weekly staff meeting | Tolerable | Headteacher to disseminate any relevant information as necessary in timely manner | Trivial |  |
| Lack of up-to-date information for parents/carers | Pupils  Parental dissatisfaction Pupils not in school | Communication sent to all parents/carers prior to school re-opening | Tolerable | Weekly updates planned for parents/carers via newsletters by email and on website after school re-opens | Trivial |  |
| Failure to maintain supervisory levels if staffing numbers drop | Pupil, staff  Worsening behavioural standards | Staffing levels checked on daily basis by Headteacher  Contingency plans in place if staff ratios drop below set levels | Moderate | Supply teacher is on call in case of emergency | Tolerable | Where more than one member of staff is unavailable the bubble will be sent home and the remote learning package implemented |
| Staff who are identified as extremely clinically vulnerable being exposed to Coronavirus | Staff  Infected with Covid-19 and subsequent illness | Headteacher to contact all staff individually to assess return to work | Moderate | Specific risk assessments written for two members of staff with underlying chronic health conditions | Tolerable | Copies of staff fit notes to be held on their HR file where applicable |
| Pupils who are identified as extremely clinically vulnerable being exposed to Coronavirus | Pupil  Infected with Covid-19 and subsequent illness | Parents/carers reminded to advise school of any extremely clinically vulnerable pupils | Tolerable |  |  |  |
| Staff or pupils who live with someone who is identified as extremely clinically vulnerable | Pupil, staff  Infected with Covid-19 and subsequent illness | To be assessed on a case by case basis following the latest government guidance | Tolerable | Parents/carers/staff reminded to advise school of any extremely clinically vulnerable persons | Trivial |  |
| Full return to school of all pupils | Pupil, staff  Infected with Covid-19 and subsequent illness | Contact to be made with parents/carers of all children expected to return to plan class groups and areas to be used  Keep class group sizes to maximum 30 pupils  Increased staff supervision  Start, end of day, break times and lesson times all to be staggered to reduce congestion | Moderate | Use of Pavilion, Village and Church Halls  All tables and chairs arranged to face the front of the classroom  Maintenance of 2m from staff members  Corridors and lobbies only to be used by one bubble at a time | Tolerable | Separate class bubbles to use identified toliet facilities only  External play equipment in the field may be used with regular cleaning after use |
| Social distancing not maintained at school pick-up/drop off points | Pupil, staff, visitors  Infected with Covid-19 and subsequent illness | Additional supervision provided at all drop off and pick-up points  Drop off and pick-up points to be clearly delineated and communicated to parents/carers  Maximum one parent/carer to drop off/pick-up  Signage available and prominent | Moderate | Drop off and pick-up times to be staggered for different bubbles  Parents/carers instructed not to remain at pick-up/drop off points after their allocated times have passed  Parents/carers reminded to maintain social distancing whilst in the car park | Tolerable | Pick-up and drop off to be at far end of car park with walking bus to school building – see appendix |
| Social distancing not maintained by adults before school starts and after school finishes | Pupil, staff, visitors  Infected with Covid-19 and subsequent illness | Parents/carers instructed not to allow pupils to attend before allocated school start/finish time  Parents/carers instructed to remove pupils from identified exit points at school immediately at allocated time at end of school day | Tolerable | Supervising staff to monitor and remind parents/carers if necessary  Signage available and prominent  Pupils will be taken by walking bus straight to their teaching space | Trivial |  |
| Social distancing of adults not maintained during school day | Pupil, staff  Infected with Covid-19 and subsequent illness | Furniture to rooms being positioned to promote social distancing  Staff to give daily reminders to pupils | Moderate | Lesson and break times to be staggered to reduce likelihood of staff and pupils using all areas at once | Tolerable |  |
| Social distancing of adults not maintained during meals | Pupil, staff  Infected with Covid-19 and subsequent illness | Lunch times to be staggered to enable pupils to eat either in their teaching space or hall | Moderate | Pupils to remain in bubbles at all times | Tolerable | Packed lunch and hot lunch available on strict timetables to avoid crossover of bubbles – for specific Covid-19 precautions please see attached document |
| Moving, handling and storage of furniture to facilitate social distancing | Staff  Injury due to poor manual handling techniques | Staff who move furniture to have undergone manual handling training | Moderate |  |  |  |
| Cross contamination from used tissues, etc | Pupil, staff  Infected with Covid-19 and subsequent illness | Lids of general waste bins to be removed  Bin liners to be double bagged and stored in main general waste bins outside for disposal | Moderate | Cleaner to be reminded about double bagging |  |  |
| Cross contamination from sharing equipment, personal possessions, etc | Pupil, staff  Infected with Covid-19 and subsequent illness | Sharing of equipment to be discouraged as far as possible  All classrooms to have paper towels and sanitising fluid to enable staff to clean all equipment between uses  Sharing of personal possessions is not permitted | Moderate | Pupils to provide their own water bottles  Individual trays available for all pupil’s belongings  Usage of soft furnishings and toys to be restricted  Pupils not to bring any equipment in to school from home | Tolerable |  |
| Cross contamination from contact with frequently touched surfaces, eg door handles, light switches, handrails, tables, etc | Pupil, staff  Infected with Covid-19 and subsequent illness | Frequently touched surfaces to be cleaned by staff at the end of every session throughout the day  Cleaning staff instructed to thoroughly clean and sanitise all frequently touched surfaces each day | Moderate | Toilets and sinks, etc to be cleaned by staff after each break time | Tolerable |  |
| Lack of appropriate cleaning materials and PPE for cleaning staff | Pupil, staff  Infected with Covid-19 and subsequent illness | In house cleaning staff to be provided with disposable gloves and aprons  Sufficient and suitable cleaning products and equipment to be confirmed on site prior to re-opening | Moderate | Confirm sufficient numbers of in-house staff are available to return to work prior to re-opening | Tolerable |  |
| Use of Church Hall for activities | Pupil, staff  Infected with Covid-19 and subsequent illness | Church hall to be checked prior to use for cleanliness  Hygiene clean to be completed following use | Moderate | Pupils to remain in class bubbles whilst using church hall  No other persons to be in the building | Tolerable | Please see general risk assessment for activities in Church Hall |
| Use of Village Hall for activities | Pupil, staff  Infected with Covid-19 and subsequent illness | Village Hall to be checked prior to use for cleanliness  Hygiene clean to be completed following use | Moderate | Pupils to remain in class bubbles whilst using Village Hall  No other persons to be in the building | Tolerable | Please see general risk assessment for activities in Village Hall |
| Use of Pavilion for activities | Pupil, staff  Infected with Covid-19 and subsequent illness | Pavilion to be checked prior to use for cleanliness  Hygiene clean to be completed following use | Moderate | Pupils to remain in class bubbles whilst using Pavilion  No other persons to be in the building | Tolerable | Please see general risk assessment for activities in Pavilion |

**Action Plan**

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| **Action Required** | **To be completed by** | **Target date** | **Completion sign off date** |
| * Good hand hygiene posters to be displayed around the school * Good respiratory hygiene posters to be displayed around the school * Social distancing posters to be displayed around the school * Purchase suitable number of door stops * Purchase suitable quantities of cleaning fluids, hand sanitiser, hand soap, paper towels, toilet tissues, face tissues, kitchen towels, disposable gloves, disposable aprons, bin liners * Paediatric face-to-face training to be undertaken by KB (RR to source and advise) * Assessment of compliance of building * Assessment of pupil numbers likely to attend school of year groups expected back * Advise cleaner with enhanced cleaning checklist * Regular staff briefings * Communication sent out to all parents/carers prior to school re-opening * Regular communications sent out to all parents/carers after school re-opens * Headteacher to assess staffing levels on regular basis * Headteacher to have contingency plans if staffing levels fall below agreed ratio – to be constantly reviewed * Headteacher to contact all staff to confirm their work status * Headteacher to determine suitably staggered drop off/pick-up times, break and dinner times throughout the school day * Headteacher to determine class bubbles and staff ratios * Classrooms to be re-organised in accordance with latest guidance to ensure social distancing for adults can be maintained as much as possible * Cleaner to be advised that all bin contents must be double bagged prior to putting in the general refuse bin * School to provide individual storage drawers for each pupil * General risk assessments for activities in the Pavilion, village and church halls * Person specific risk assessments for extremely clinically vulnerable members of staff | SB  SB  SB  SB  SB  RR/KB  RR  SB  RR/SB  SB  SB  SB  SB  SB  SB  SB  All staff  SB  RR  SB  RR  SB/RR | 1st September 2020  1st September 2020  1st September 2020  1st September 2020  1st September 2020  1st October 2020  25th August 2020  25th August 2020  1st September 2020  On-going  On-going  On-going  On-going  On-going  On-going  1st September 2020  1st September 2020  1st September 2020  1st September 2020  1st September 2020  1st September 2020  20th August 2020 |  |
| **Signature of Assessor** | **Signature of persons involved in activity** | **Signature of Approver** | **Date to be reviewed**  (This should be annually or after an incident) |
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# When complete please email a copy of this Risk Assessment to: [head@st-wenn.cornwall.sch.uk](mailto:head@st-wenn.cornwall.sch.uk)

**Risk assessment read and agreed – Please leave your name and date understood below – Thanks**

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# INFORMATION

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|  | **Slightly Harmful** | **Harmful** | **Extremely Harmful** |
| **Highly unlikely** | **Trivial Risk** | **Tolerable Risk** | **Moderate Risk** |
| **Unlikely** | **Tolerable Risk** | **Moderate Risk** | **Substantial Risk** |
| **Likely** | **Moderate Risk** | **Substantial Risk** | **Intolerable Risk**  **EXAMPLE** |

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| **Risk Level** | **Action and Timescales** |
| **Trivial** | No action nor documentary records – but good practice to keep the assessment. |
| **Tolerable** | Improvements not mandatory, but record and monitoring required to ensure controls are maintained.  Go for cheap improvements where possible. |
| **Moderate** | Aim to reduce risk but costs of prevention may be limited. Measures should be tied to a timetable. |
| **Substantial** | Where the risk involves work in progress urgent action must be taken otherwise work should not start until the risk has been reduced. Considerable resources may have to be allocated. |
| **Intolerable** | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited. |

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An activity that has the potential to result in extreme harm but is unlikely to happen would result in a Substantial Risk Rating; this would require additional control measures to reduce either the likelihood of it happening or the potential for harm.