**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** | **Risk Benefits** | | | **Safe attendance at school for all staff and pupils** |
| **Date of Assessment** | **24th February 2022** | **Revision** | **0** | **Original** | |
| **Date of Revision** |  |  |  |  | |

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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  NOTE: anyone who is feeling ill should **NOT** attend school | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | Head to regularly check the latest LEA and government advice for schools and ensure the advice is shared and followed with all staff | Moderate | Communication to parents/carers via email, web sites and social media as necessary | Tolerable | Anyone having the main symptoms of COVID-19 or a positive test result **MUST** stay at home for at least 5 days and avoid contact with other people |
| Staff share key information about hand and respiratory hygiene regularly  Posters showing good hand washing techniques sited in prominent positions around the school | Moderate |  |  | Staff and eligible pupils encouraged to take up the vaccination when offered |
| Sufficient stocks of tissues, hand soap, hand towels and sanitising gel and/or wipes to be available throughout site | Tolerable |  |  | Pupils to be encouraged to wash hands using soap and water to avoid allergic reactions and burns from hand sanitiser |
| At reception, all visitors are to sanitise hands and maintain social distancing | Tolerable | Anyone displaying any of the main symptoms of Covid-19 **WILL** be refused entry and asked to leave immediately | Trivial | Proof of identity will be required and schools may refuse right of entry if not provided |
| Doors may be propped open to minimise contact points, but **MUST** be closed at the end of the day to prevent fire spread | Tolerable |  |  |  |
| Pupil, staff member or visitor feels unwell and are showing symptoms of Covid-19 | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | Follow normal sickness procedure and ensure affected person maintains at least 2m distance from others  Affected person to be encouraged to undertake a Covid-19 test at their earliest opportunity and advise the school of the result | Moderate | Areas that have been occupied by the affected person are to be thoroughly sanitised once they have left the building | Tolerable | Main Covid-19 symptoms are   * High temperature * Loss of taste or smell * New and continuous cough   Children may display other symptoms such as   * Fatigue * Headache * Sore throat * Unusual skin rash |
| Pupils are missing education due to self-isolation or quarantine | Pupil  Falling behind with their education | Teaching staff to implement individualised remote learning plan for pupils in self-isolation or quarantine | Moderate | Head to follow procedure for any vulnerable/SEND pupils self-isolating or in quarantine | Tolerable |  |
| Failure to maintain supervisory levels if staffing numbers drop | Pupil, staff  Safeguarding issues | Staffing levels checked regularly by SLT  Contingency plans in place if staff ratios drop below set levels | Moderate | Pool of supply staff available in case of emergency | Tolerable | If insufficient staff available affected pupils will be sent home and learning packages implemented |
| Staff/pupils identified are clinically extremely vulnerable being exposed to Coronavirus | Pupil, staff  Infected with Covid-19 and subsequent illness | Staff and pupils previously identified as CEV should continue to follow government guidance and personal advice from their specialist or clinician  Covid-19 specific workplace risk assessment for all pregnant staff entering their third trimester | Tolerable | Staff and pupils previously identified as CEV should express any concerns with their head or safeguarding lead | Trivial | Support to be offered to any pupils experiencing a variety of emotions in response to the COVID-19 pandemic, eg anxiety, stress, low mood |
| Attendance at school of all pupils and staff | Pupil, staff  Infected with Covid-19 and subsequent illness | Start, end, break times and lesson times may be staggered to reduce congestion | Tolerable |  |  | If cases rise it may be necessary to limit interaction between classes |
| Non-maintenance of social distances | Pupil, staff, visitors  Infected with Covid-19 and subsequent illness | Lessons and break times may be staggered to reduce likelihood of staff and pupils using all areas at the same time | Tolerable | Staff may wear face coverings in communal areas  Visitors may be asked to wear face coverings whilst on site | Trivial |  |
| Ventilation throughout the building | Pupil, staff, visitors  Infected with Covid-19 and subsequent illness | It is recommended that external doors and /or windows are opened for 5 minutes every 20 minutes | Tolerable |  |  | CO2 monitors may be used to check on levels within areas |
| Cross contamination from contact with frequently touched surfaces | Pupil, staff, visitor  Infected with Covid-19 and subsequent illness | Cleaning contractor instructed to thoroughly clean and sanitise all frequently touched surfaces during their daily clean | Tolerable | Sanitising fluid and cloths available throughout the day for staff to hygiene refresh areas if considered necessary | Trivial |  |

**Action Plan**

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| **Action Required** | **To be completed by** | **Target date** | **Completion sign off date** |
| * Good handwashing and respiratory hygiene posters * Sufficient stocks of tissues, hand soap, hand towels and sanitising gel and/or wipes * Sickness procedure * Remote learning plan * Staffing contingency plan * Consider start, end, break times and lesson times * Use of face coverings * Cleaner instructions * Sufficient stock of sanitising fluid and cloths | Head  Head/Secretary  Head  Head  Head  Head  Head  Head/Premises Manager  Head | 1st March 2022  Continuous  4th March 2022  Continuous  Continuous  4th March 2022  Continuous  1st March 2022  1st March 2022 |  |
| **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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**Risk assessment read and agreed – Please leave your name and date understood below – Thanks**

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| **NAME** | **SIGNATURE** | **NAME** | **SIGNATURE** |
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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.