



## Risk Assessment – Safeguarding measures during the Covid-19 Outbreak

<b>Site</b>	St Wenn School				
<b>Activity being assessed</b>	Safeguarding measures during the Covid-19 outbreak				
<b>Number of people affected at any one time</b>		<b>Date of Activity</b>			
<b>Name of person completing this assessment</b>	R J Roberts	<b>Position of person completing this assessment</b>			H&S Co-ordinator
<b>Persons consulted in completion of this assessment</b>	Head Senior staff members	<b>Risk Benefits</b>			Safe attendance at school for all staff and pupils
<b>Date of Assessment</b>	24 <sup>th</sup> February 2022	<b>Revision</b>	0	<b>Original</b>	
<b>Date of Revision</b>					

<b>What are the Hazards ?</b>	<b>Who may be harmed and how</b> (Pupil, Staff, Visitor, Contractor etc.)	<b>Existing controls – what are we already doing ?</b>	<b>Risk Level</b> (Trivial, Tolerable, Moderate, Substantial, Intolerable)	<b>Further controls if required to lower risk level</b>	<b>Re-evaluation</b> (Trivial, Tolerable, Moderate, Substantial, Intolerable)	<b>Comments</b>
Risk of Covid-19 infection spreading between staff, pupils and visiting adults  NOTE: anyone who is feeling ill	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 <b>MUST</b> stay at home for at least 5 days and avoid contact with other people
		Staff share key information about hand and respiratory hygiene regularly	Moderate			Staff and eligible pupils encouraged to take up the vaccination when offered

should <b>NOT</b> attend school		Posters showing good hand washing techniques sited in prominent positions around the school				
		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 <b>WILL</b> 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 <b>MUST</b> 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 <ul style="list-style-type: none"> <li>• High temperature</li> <li>• Loss of taste or smell</li> <li>• New and continuous cough</li> </ul> Children may display other symptoms such as <ul style="list-style-type: none"> <li>• Fatigue</li> <li>• Headache</li> <li>• Sore throat</li> <li>• Unusual skin rash</li> </ul>
Pupils are missing education due	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	

to self-isolation or quarantine						
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	It is recommended that external doors and /or windows are	Tolerable			CO <sub>2</sub> monitors may be used to check on levels within areas

	Infected with Covid-19 and subsequent illness	opened for 5 minutes every 20 minutes				
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

Action Required	To be completed by	Target date	Completion sign off date
<ul style="list-style-type: none"> <li>• Good handwashing and respiratory hygiene posters</li> <li>• Sufficient stocks of tissues, hand soap, hand towels and sanitising gel and/or wipes</li> <li>• Sickness procedure</li> <li>• Remote learning plan</li> <li>• Staffing contingency plan</li> <li>• Consider start, end, break times and lesson times</li> <li>• Use of face coverings</li> <li>• Cleaner instructions</li> <li>• Sufficient stock of sanitising fluid and cloths</li> </ul>	Head	1 <sup>st</sup> March 2022	
	Head/Secretary	Continuous	
	Head	4 <sup>th</sup> March 2022	
	Head	Continuous	
	Head	Continuous	
	Head	4 <sup>th</sup> March 2022	
	Head	Continuous	
	Head/Premises Manager	1 <sup>st</sup> March 2022	
	Head	1 <sup>st</sup> 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)

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

NAME	SIGNATURE	NAME	SIGNATURE

INFORMATION

	<b>Slightly Harmful</b>	<b>Harmful</b>	<b>Extremely Harmful</b>
<b>Highly unlikely</b>	<b>Trivial Risk</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>
<b>Unlikely</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>
<b>Likely</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>	<b>Intolerable Risk</b>

EXAMPLE

<b>Risk Level</b>	<b>Action and Timescales</b>
<b>Trivial</b>	No action nor documentary records – but good practice to keep the assessment.
<b>Tolerable</b>	Improvements not mandatory, but record and monitoring required to ensure controls are maintained. Go for cheap improvements where possible.
<b>Moderate</b>	Aim to reduce risk but costs of prevention may be limited. Measures should be tied to a timetable.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.

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