



Risk Assessment – Safeguarding Measures during the Covid-19 Outbreak

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	Revision :	0 – March 21
Date of Assessment	1 st March 2021		

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 come into school	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	Full re-opening of schools to all pupils on 8 th March 2021 in accordance with government rules Risk assessments assessed and agreed for two peripatetic teachers
Members of staff include any adults attending site, eg teaching staff, TAs, secretary, cook, student		Staff share key information about hygiene daily Staff remind pupils of good respiratory hygiene advice	Moderate	Staff and pupils to be asked to wipe or wash their hands <ul style="list-style-type: none"> • On arrival at school • After blowing their nose or coughing 	Tolerable	Posters showing good hand washing techniques to be sited in prominent positions around school

teachers, peripatetic staff, volunteers, supply personnel, governors	and good hand washing techniques		<ul style="list-style-type: none"> • After using the toilet • After breaks and sporting activities • Before food preparation • Before eating any food including snacks • Before leaving school 		NOTE: face shields/visors are not recommended for use without a face covering
	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. If they don't have any tissues available they should cough and sneeze into the crook of their elbow	Moderate	Installation of hand sanitisers around the entrances and exits Ensure sufficient soap, hand towels, sanitising gels and boxes of tissues available on site	Tolerable	Posters showing good respiratory hygiene (catch it, kill it, bin it) to be sited in prominent positions around school
	All visitors must go to reception for signing-in Face coverings must be worn and social distancing and hand sanitisation to be observed Secretary to ask if visitors have experienced any COVID-19 symptoms prior to giving access to site	Tolerable	Visitors to use their own pens to sign themselves in and to read through and agree the laminated copy of the safeguarding visitors' guidance	Trivial	Proof of identity will be required and school may refuse right of entry if not provided
	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			Hand sanitiser needs to be rubbed in till dry as can cause chemical burns when in contact with metal
		Children reminded to wash hands regularly	Moderate	Using soap and water is more effective than using hand sanitisers	Tolerable	Children should not be using hand sanitiser due to alcohol content, allergens and burns potential
		All staff to be reminded that additional hygiene refreshment of touch surfaces should be completed 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	
		Inform cleaner of any areas requiring particular attention	Moderate	Additional cleaning 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 and expected visitors to be allowed into buildings	Tolerable	
		Lateral flow device tests are available, on a voluntary basis, to all staff To be undertaken twice weekly	Moderate	Results to be given to HT	Tolerable	Please refer to the Lateral flow device test risk assessment for full details NOTE : Lateral flow device test kits are to be available to parents

						for use at home by the government
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/relative 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	Main symptoms of Covid-19 are <ul style="list-style-type: none"> • High temperature • Loss of taste or smell • New and continuous cough Parents/carers are advised to take their children's temperature at home before bringing them into school Children may also display additional symptoms including <ul style="list-style-type: none"> • Fatigue • Headache • Sore throat • Unusual skin rash
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	Any members of staff who have provided close contact care to someone with symptoms do not need to go home to self-isolate unless: <ul style="list-style-type: none"> • They develop symptoms

						<p>themselves, in which case they should also arrange to have a test</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They are requested to do so by NHS Test and Trace or local health protection team
A case of COVID-19 (pupil or adult) is confirmed at our setting	<p>Pupil, staff, visitor</p> <p>Infected with Covid-19 and subsequent illness</p>	<p>Make a report via Cornwall Council's on-line reporting system</p> <p>Contact DfE (0800 046 8687) and advise them of the case</p> <p>Also notify the local health protection team (Cornwall Council) and advise them of the case, so they can advise on any actions or precautions that should be taken</p> <p>Assessment of the school to be undertaken by the Health Protection Team</p> <p>Advice on the management of pupils and staff will be based on this assessment</p>	Substantial	<p>The Health Protection Team will be in contact with the patient directly to advise on isolation and through NHS Test and Trace identifying other contacts and will be in touch with any contacts of the patient to provide them with appropriate advice</p> <p>Advice on cleaning of communal areas such as classrooms, changing rooms and toilets will be given by the Health Protection Team</p> <p>Thorough clean through of affected areas using anti-viral product</p>	Moderate	<p>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 size and pupil mixing</p>

NHS Test and Trace unable to contact relevant persons following positive case reported at school	Pupil, staff, visitor Spread of Covid-19 and subsequent illness to other persons	Accurate daily recording of attendances for all pupils, staff and visitors is essential for NHS Test and Trace purposes	Tolerable	Staff to be aware of their contacts throughout the school day, both direct close and proximity	Trivial	Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2m for more than 15 minutes), travelling with an infected individual in a car
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 or quarantine	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 (2 days) as paediatric first aider as soon as practicable – May 2021 X 2 members of staff	Trivial	From March 31 st a further 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 in all first aid kits available on site. PPE available	Tolerable	Disposable aprons to be worn when providing intimate care	Trivial	Specific risk assessments in place where appropriate

		in central cleaning cupboard and office EHCs to be reviewed and updated where appropriate		Face masks available to be worn if felt appropriate whilst providing intimate care		
Premises not safe/compliant to be open Eg statutory compliance inspections/certification have lapsed	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	Measures taken to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable
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 every half term Ensure social distancing is adhered to during the drill 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	Staffing levels checked on daily basis by Headteacher	Moderate	Supply teachers are available in case of emergency	Tolerable	Where more than one member of staff is unavailable the bubble

	Worsening behavioural standards	Contingency plans in place if staff ratios drop below set levels				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 Specific risk assessments written for two members of staff with underlying chronic health conditions	Moderate	Appropriate PPE and action plans put in place to safeguard identified clinically extremely vulnerable members of staff	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	School to arrange for remote learning to be put in place for any clinically extremely vulnerable pupils where applicable	Trivial	
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	
Staff who are identified as clinically vulnerable being exposed to Coronavirus	Pupil, staff Infected with Covid-19 and subsequent illness	Any staff who are clinically vulnerable should make themselves known to their Head	Tolerable	Current guidance advises clinically vulnerable members of staff should be attending their workplace Individual risk assessment to be undertaken where necessary	Trivial	Note : pregnant members of staff with no underlying health conditions are considered clinically vulnerable until their third trimester when they become clinically extremely vulnerable

Full return to school of all pupils and staff	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 normal number of pupils Increased staff supervision Break times and lunch times to be staggered to reduce congestion	Moderate	Use of Pavilion, Village and Church Halls where necessary All tables and chairs arranged to face the front of the classroom wherever practicable and possible Maintenance of 2m from staff members Corridors, toilets and lobbies only to be used by one bubble at a time	Tolerable	Separate class bubbles to use identified toilet facilities only External play equipment in the field may be used with regular cleaning after use
Delivery of the curriculum during the pandemic	Pupil Falling behind in their learning	Educational off-site visits are advised against currently No whole school assemblies to be held Music, drama and dance – organised group activities can be undertaken with additional safeguards, eg outdoors, in the hall and should be encouraged	Moderate	Lessons to be undertaken in their class bubble, smaller groups or individually Social distancing to be maintained Keep accompanying music levels to a minimum and use individual microphones where available Consider live streaming or recording performances Identify if any additional training is needed to be able to provide additional support for mental, pastoral and wider wellbeing	Tolerable	After 31 st March groups of pupils may be taken on a trip to an outdoor public space provided that it is for educational purposes, remains within staff-pupil ratios, the mantra of hands, face, space is adhered to and is in accordance with an activity specific risk assessment
Provision of wrap around care	Pupil, staff Infected with Covid-19 and subsequent illness	Wraparound care may be available, but only to children of keyworkers and vulnerable children Breakfast club available	Moderate			
Social distancing not maintained at school pick-up/drop off points	Pupil, staff, visitors	Additional supervision provided at all drop off and pick-up points	Moderate	Parents/carers instructed not to remain at pick-up/drop off points after their allocated times have passed	Tolerable	Pick-up and drop off to be at far end of car park with walking bus

	Infected with Covid-19 and subsequent illness	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		Parents/carers asked to wear face coverings when dropping off and picking up their children Parents/carers reminded to maintain social distancing whilst in the car park		to school building – see appendix The school reserves the right to impose further measures if parents/carers do not observe social distancing measures whilst on site
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 to wear face coverings and maintain social distancing 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	All adults to wear face coverings in communal areas of the buildings where social distancing cannot be maintained
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 and to remain in their allocated areas for eating lunch	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			
Ventilation within buildings	Pupil, staff Illness due to overheating or coldness	External doors and windows to be opened for minimum of 5 minutes in every 20 minutes in each space	Moderate	If all staff in the space agree then doors and windows may be opened for longer periods	Tolerable	Balance to be achieved during winter and inclement weather conditions
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	Tolerable	
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 hygiene refresh 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 are to minimise items being brought 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 hygiene refreshed by staff at the end of every session throughout the day Cleaner instructed to thoroughly clean and sanitise all frequently touched surfaces each day	Moderate	Toilets and sinks, etc to be hygiene refreshed by staff after each break time	Tolerable	

Cross contamination from sharing communal items, eg fridge, kettle, microwave, sanitary facilities, photocopier, laminator	Staff Infected with Covid-19 and subsequent illness	Communal items to have paper towels and sanitising fluid to enable staff to hygiene refresh all surfaces and equipment between uses Sharing of personal possessions is not encouraged	Moderate	Staff to ensure that all their used cutlery, mugs and dishes are put directly in to the dishwasher or handwashed immediately after use	Tolerable	
Cross contamination from food served on premises	Pupil, staff Infected with Covid-19 and subsequent illness	Cooking staff to confirm that they have updated their risk assessments and procedures	Tolerable			
Lack of appropriate cleaning materials and PPE for cleaner	Pupil, staff Infected with Covid-19 and subsequent illness	In house cleaner 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		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 refresh 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 refresh 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 refresh 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

Action Required	To be completed by	Target date	Completion sign off date
• Good hand hygiene posters to be displayed around the school	SB	8 th March 2021	
• Good respiratory hygiene posters to be displayed around the school	SB	8 th March 2021	
• Social distancing posters to be displayed around the school	SB	8 th March 2021	
• Purchase suitable number of door stops	SB	8 th March 2021	
• Purchase suitable quantities of cleaning fluids, hand sanitiser, hand soap, paper towels, toilet tissues, face tissues, kitchen towels, disposable gloves, disposable aprons, bin liners	SB	8 th March 2021	
• Paediatric face-to-face training to be undertaken by KB and WM	RR/KB/WM	Booked for 10 th and 11 th May 2021	
• Assessment of compliance of building	RR	8 th March 2021	
• Assessment of pupil numbers likely to attend school of year groups expected back	SB	8 th March 2021	
• Advise cleaner with enhanced cleaning checklist	RR/SB	8 th March 2021	
• Regular staff briefings	SB	On-going	
	SB	On-going	

<ul style="list-style-type: none"> • Communication sent out to all parents/carers prior to school re-opening 	SB	On-going	
<ul style="list-style-type: none"> • Regular communications sent out to all parents/carers after school re-opens 	SB	On-going	
<ul style="list-style-type: none"> • Headteacher to assess staffing levels on regular basis 	SB	On-going	
<ul style="list-style-type: none"> • Headteacher to have contingency plans if staffing levels fall below agreed ratio – to be constantly reviewed 	SB	On-going	
<ul style="list-style-type: none"> • Headteacher to contact all staff to confirm their work status 	SB	8 th March 2021	
<ul style="list-style-type: none"> • Headteacher to determine suitably staggered break and lunch times throughout the school day 	All staff	8 th March 2021	
<ul style="list-style-type: none"> • Headteacher to determine class bubbles and staff ratios 	SB	8 th March 2021	
<ul style="list-style-type: none"> • Teaching spaces to be re-organised in accordance with latest guidance to ensure social distancing for adults can be maintained as much as possible 	SB	8 th March 2021	
<ul style="list-style-type: none"> • Cleaner to be advised that all bin contents must be double bagged prior to putting in the general refuse bin 	RR	8 th March 2021	
<ul style="list-style-type: none"> • School to provide individual storage drawers for each pupil 	SB	8 th March 2021	
<ul style="list-style-type: none"> • General risk assessments for activities in the Pavilion, village and church halls 	RR	8 th March 2021	
<ul style="list-style-type: none"> • Revision of person specific risk assessments for extremely clinically vulnerable members of staff/pupils 	SB/RR	8 th March 2021	

Signature of Assessor	Signature of persons involved in activity	Signature of Approver	Date to be reviewed (This should be annually or after an incident)
Rhian Roberts		Sally Berry	Ongoing

When complete please email a copy of this Risk Assessment to: head@st-wenn.cornwall.sch.uk

INFORMATION

	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

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.

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