



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	90	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 – September 21
Date of Assessment	1 st September 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 Members of staff include any adults attending site, eg teaching staff, TAs, secretary, cook, student	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	Cornwall is currently experiencing high transmission rates of Covid-19 and has been moved to an Enhanced Support Area until at least 4 th October by the Government
		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 <ul style="list-style-type: none"> On arrival at school After blowing their nose or coughing After using the toilet 	Tolerable	Posters showing good hand washing techniques to be sited in prominent positions around school NOTE: face shields/visors are not recommended for

teachers, peripatetic staff, volunteers, supply personnel, governors				<ul style="list-style-type: none"> • After breaks and sporting activities • Before food preparation • Before eating any food including snacks • Before leaving school 		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/or 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 Staff to be encouraged to take LFD tests twice weekly Production of positive LFD test result the staff member must self-isolate and undertake a PCR test	Moderate	Results to be given to the school's Registration Assistant Staff member can return to work upon receipt of a negative PCR test following a positive LFD test	Tolerable	Please refer to the Lateral flow device test risk assessment for full details

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 self-isolate, but should follow relevant advice from NHS Test and Trace
A case of COVID-19 (pupil or adult) is confirmed at our setting	Pupil, staff, visitor	Make a report via Cornwall Council's on-line reporting system	Substantial	The Health Protection Team will be in contact with the patient directly to advise on isolation and through NHS Test and Trace	Moderate	Where there are confirmed cases, a risk assessment will be undertaken by the school

	Infected with Covid-19 and subsequent illness	If 5 or more persons who are likely to have mixed closely test positive for Covid-19 in any 10 day period or an admission to hospital you should contact DfE (0800 046 8687) and advise them of the cases and notify the local Health Protection Team (Cornwall Council) to discuss the cases so they can advise on any actions or precautions that should be taken Advice on the management of pupils and staff will be based on their assessment by the authorities		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 Thorough clean through of affected areas using anti-viral product		with advice from the local health protection team. Closure of the school will be a local decision based on various factors such as size and pupil mixing, etc and taken as a very last resort Complete daily DfE education status form
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 (0203 743 6715) Guidance from NHS Test and Trace for all cases and their contacts to be followed	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 to self-isolate/quarantine	Pupil Falling behind in their learning	Teaching staff to implement individualised remote learning plan for pupils in 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 certified first aider is always available whilst pupils are in attendance All normal first aid procedures are to be followed	Tolerable			It is recognised that a paediatric first aider should always be in attendance for EYFS pupils
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 including PPE EHCs to be reviewed and updated where appropriate	Tolerable	Disposable aprons to be worn when providing intimate care Face masks available to be worn if felt appropriate whilst providing intimate care	Trivial	Specific risk assessments in place where appropriate
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	Outstanding issues to be addressed in a timely manner	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 regularly	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	If necessary, where there are insufficient members of staff available consideration will be given to implementing the remote learning package
Staff who are identified as clinically extremely 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 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 Copies of staff fit notes to be held on their HR file where applicable	Tolerable	Government paused shielding for CEV staff on 31 st March and replaced it with guidance to return to work with a suitable risk assessment in place
Pupils who are identified as clinically extremely 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			Children and young people are at a very low risk of becoming seriously unwell or dying and are therefore no longer considered to be CEV unless they have been advised by their clinician or other specialist not to attend

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 : precautions are advised for pregnant members of staff with no underlying health conditions entering their third trimester
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 Keep class sizes to normal number of pupils 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 suit the class space with distancing maximised within the layout Maintenance of 2m of pupils from staff members where practicable Corridors, toilets and lobbies only to be used by one class at a time where practicable	Tolerable	External play equipment in the field to be cleaned after each use If necessary identify bubbles and return to their use
Delivery of the curriculum during the pandemic	Pupil Falling behind in their learning	Educational off-site day visits can resume Educational residential visits in the UK can resume Educational overseas visits are not recommended currently Organised performances with an audience may be held with additional safeguards	Moderate	Social distancing to be maintained wherever possible Limit sharing of instruments and clean after each use Consider live streaming or recording performances Actively promote daily physical activities, incorporating physical distance, during break times	Tolerable	Off-site visits - groups of pupils may be taken on trips for educational purposes, but must remain within staff-pupil ratios, the mantra of hands, face, space is adhered to and is in accordance with an activity specific risk assessment

		Outdoor and indoor team sports, including competitions between schools, can resume under guidance from national governing sports bodies Provide additional support for the mental, pastoral and wider wellbeing of the children		Interventions may be held where reasonably necessary Identify if any additional training is needed to be able to provide additional support for mental, pastoral and wider wellbeing		Lack of routine and classroom discipline may contribute to disengagement for some children returning to school which could result in an increase in poor behaviour Set clear, reasonable and proportionate expectations of pupil behaviour and the consequences for poor behaviour and deliberately breaking the rules
Provision of wrap around care and extra-curricular activity	Pupil, staff Infected with Covid-19 and subsequent illness	Wraparound care and extra-curricular activities may be resumed for all children	Moderate			
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 where practicable 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 at identified points of car park with walking bus 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 maintain social distancing 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			Packed lunch and hot lunch available – 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 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 lifted during the school day Bin liners to be double bagged and stored in main	Moderate	Cleaner to be reminded about double bagging	Tolerable	

		general waste bins outside for disposal				
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 to be discouraged	Moderate	Pupils to provide their own water bottles Individual trays available for all pupil's belongings 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 discouraged	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	Moderate	Confirm sufficient number of in-house staff are available to work	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 classes 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 classes 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 classes whilst using Pavilion No other persons to be in the building	Tolerable	Please see general risk assessment for activities in Pavilion