

This risk assessment has been completed following current government guidelines as of 18th May 2020. The coronavirus outbreak is a rapidly developing situation and this risk assessment will be updated as the guidance changes.

RISK ASSESSMENT: Returning To School

Establishment Name	Alverton School
Persons at risk	Adults and pupils
Date of assessment	June 24th 2020
Review Date	Weekly



Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk	Are Control Methods Adequate
Evacuation procedures during reduced occupancy of the school	Fire risk assessment and evacuation routes to be reviewed, and evacuation procedures updated as required. Please review the impact social distancing measures may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). A full evacuation to be timetabled for within the first 2 full days of school re-opening). The Assembly points should ensure 2m social distancing is maintained	Death	Very Unlikely	Low 5	Yes
Premises not checked to ensure it is safe to open	Complete the re-opening checklist and ensure all issues are actioned	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Lack of up to date information for staff	Organise daily staff briefings for at least the 1st week back, including any health and safety updates. These should be held in the largest possible space. Room sizes to be calculated to ascertain the number of people who can be present at one time to ensure that social distancing is maintained and feasible.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Lack of up to date information for students and parents/guardians	Newsletter to be sent to all parents/guardians before the school opens. Weekly updates on school website and FB page. Ensure all contact details are up to date. Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Failure to maintain supervision levels if staffing levels drop	Long-term contingency plans should be put in place. Staffing levels to be checked each day by SLT.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Vulnerable staff are to work from home or kept on leave. Refer to HR guidance for options with regards to taking leave etc.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Schools should proactively communicate with parents to remind them to inform the school of any vulnerable students. This should be done daily at first. Each to be assessed on a case by case basis. Shielding and clinically vulnerable students should not come to school.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site	Assessed on a case by case basis and government guidance followed Homeworking should always be the first consideration. If homeworking is not possible for staff the complete the 'Staff Living with Vulnerable or Extremely Vulnerable Person' Risk Assessment	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Member of staff displaying symptoms of Coronavirus	Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and advised to get tested. All those within the 'bubble' or group should be sent home until the symptomatic student has been tested and given the all clear.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Student displaying symptoms of Coronavirus	Medical room to be set aside for the affected student - and cleaned after use. Staff providing support to be provided with PPE. Area used by student to be thoroughly cleaned. All those within the 'bubble' or group should be sent home until the symptomatic student has been tested and given the all clear.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not observed in staff areas	Consider removing furniture in the staffroom to promote distancing. Lessons and break time to be staggered to reduce the likelihood of staff all using staff areas at once. Staff briefings to be held in largest space possible.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained at school gate or drop off/pick up point	Additional supervision to be provided at gate and/or drop off/pick up point. Stagger opening and closing times. Use tape or cones to demarcate the waiting area. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary). Communicate to parents that only one parent should drop off or pick up students. Limit parent vehicular access to car parks to essential car-users only -this will require active management at drop-off and pick-up times and potential pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking should be considered on an individual school basis. Training for staff in maintaining social distancing/markings to denote distances to be maintained.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises	Additional supervision to be provided at gate and/or drop off/pick up point. Consider school parking arrangement to reduce congestion. Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Social distancing not maintained by students before school starts	Parents to be instructed not to allow students to attend before school starts. Students to be directed straight to classrooms. Stagger opening and closing times. Use tape or cones to demarcate the route to classrooms. Display signage prominently within school and on the outside of buildings to encourage social distancing (employ multiple-language signage where necessary).	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained in school corridors	Signs to be displayed in corridors instructing students to walk on the LEFT and to keep distance in front and behind. Lesson times to be staggered. Staff to supervise. If possible introduce a one-way system and ensure staff and pupils are trained in where they should go. Ensure that fire exit routes are not compromised. Display signage prominently within school to encourage social distancing (employ multiple-language signage where necessary). Schools that cannot implement a one-way system, particularly inside buildings should implement what amounts to a "give-way system" with provision of safe areas to wait in order to maintain social distancing. Use barrier tape, floor markings and signage to clearly identify routes, corridors, access stairs and doors temporarily taken out of use.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained in classrooms	Class sizes to be reduced to 10 students - this must be dictated by the size of the room and maximum capacities allocated for each space. Excess tables and chairs to be removed. Chairs and tables to be spaced out. Staff and pupils should remain within their own groups. Use tape to demarcate zones within the classroom. Visualisers and whiteboards should be kept clear with a clearly identified teaching zone. Students should be allocated their own chairs/tables and should only use these. Class furniture will need to be moved or placed in a position to reduce pinch points, ensuring that free movement is possible.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes to be taken in class groups to minimise mixing. Supervision to be provided. Stagger breaks and lunchtimes and only provide packed lunches to reduce cross-contamination.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained during meals	Lunch times to be staggered to reduce numbers in one space. Less tables put out and spaced further apart. Supervision to be provided. Stagger mealtimes.	Major Injury/Long Term Absence	Likely	Medium 12	Yes
Social distancing not maintained during physical activities (PE etc)	No activities that require contact or proximity. Equipment should not be used. Support social distancing with signage, barriers, floor markings and staff supervision.	Major Injury/Long Term Absence	Likely	Medium 12	Yes

Moving and handling of furniture to facilitate social distancing	Site team to move equipment where required. Ask for additional help if needed by contacting external assistance. Speak to Trust for advice.	Reportable Condition	Very Likely	Medium 12	Yes				
Storage of furniture or equipment removed from classrooms workspaces and other areas - What is the hazard?	Unused classrooms to be used for extra storage space. All tables and chairs to be stacked safely. Staff must have manual handling training to complete tasks.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes				
Lack of hand washing facilities	Toilets and classrooms have hand washing facilities, access to these to be limited to the number of children allowed in the space within the RA. Instruct the children where to wash hands and how to socially space. All hand wash areas to be provided with soap dispensers and will be checked twice daily. There should access to hot water for staff and children to wash hands. Paper towels to be provided. Classrooms without sinks should have supplies of hand sanitiser and dry foaming soap (no water required).	Major Injury/Long Term Absence	Likely	Medium 12	Yes				
Over-use or mis-use of hand sanitiser	Hand sanitiser available at reception for visitors and for staff in the kitchen, staffroom and offices etc	Reportable Condition	Very Unlikely	Low 3	Yes				
Staff and students not washing hands frequently	Students to be instructed to wash hands on entering school and at the beginning and end of each lesson. Remind staff about need to handwash regularly.	Major Injury/Long Term Absence	Likely	Medium 12	Yes				
Cross contamination of used tissues etc	Pedal bins with liners in each classroom. This must be emptied at least once daily. All waste should be double bagged and placed in schools normal refuse bins.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Disposal of potentially contaminated waste	Bin liners double bagged and stored for disposal	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Cross contamination from sharing equipment	Equipment sharing to be discouraged as much as possible. Equipment must not be shared. Each classroom to be provided with sanitising wipes to clean equipment between usage	Major Injury/Long Term Absence	Likely	Medium 12	Yes				
Cross contamination from sharing personal possessions (water bottles, toys etc.)	Students to bring own labelled water bottles. Sharing of personal possessions not permitted	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Cross contamination from contact with frequently touched surfaces (door handles, hand rails, tables etc)	Frequently touched surfaces to be cleaned regularly. Door to be kept open where fire control policy allows for this	Major Injury/Long Term Absence	Likely	Medium 12	Yes				
Cross contamination from use of welfare facilities - toilets, sinks, water fountains etc.	Toilets and sinks etc. to be cleaned regularly. Decommission water fountains.	Major Injury/Long Term Absence	Likely	Medium 12	Yes				
Cross contamination from food served on the premises	Catering staff or companies to update their hygiene risk assessments to take account of Coronavirus. Use single use paper bags for providing packed lunches.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes				
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Internal cleaning and catering staff to be provided with disposable gloves and aprons or ensure their fabric PPE is washed daily. Caterlink to provide detailed Risk Assessments and information on how these will be monitored.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes				
Visitors to the school site	Any visitors to site including parents and contractors should only attend site if pre-arranged. Visitors required to hand-sanitise at reception. Social distancing rules to be maintained	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes				
Provision of first aid (including paediatric first aid where appropriate) support to students	Disposable gloves etc. available in first aid kit. Utilise First Aid grab bags. Grab bag to include body fluid spillage kits and disposable apron and face mask. Any incident which includes exposure body fluids should be recorded using bespoke forms	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Providing care (dispensing medicines etc) for students with medical needs	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed if appropriate and updated alongside current government guidelines. Any child who is unwell with symptoms of any kind should not attend school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Providing care for students with specific care needs (support for toileting etc)	Individual risk assessment and care plan to be reviewed and updated alongside current government guidelines. PPE to be provided where required	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan to be reviewed and updated. PPE to be provided where required. Consider appropriateness of the student attending school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Staff mental health issues	Management to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and to offer whatever support they can to help.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
Staff refuelling cars	Remind staff about the heightened risk when using fuel stations before attending work. Using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. Always wash hand as soon as staff get to school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes				
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NOTES & APPROVAL									
Assessor									
TPAT H&S Manager	John Eddy								
Trip/Activity Leader									
Headteacher/EVC									
Year Group/s									
Activity/Trip									
Date									

SE

CATAGORY
Minor incident
Minor Injury
Moderate Injury
Major Injury
Death

SEVERITY EXAMPLES AND SCORES	
EXAMPLES	SCORE
No time off. No injury or insignificant injuries or health effects	1
Up to 3 days off. Cuts, bruises, irritation requiring first aid only	2
More serious injuries or ill health e.g. sprains, cuts requiring stiches, back injuries, musculoskeletal disorders, short term stress	3
Long term time off work. Broken limbs, amputations, long term health problems, loss of consciousness, lung disease work related	4
Injury leading to death at the time or soon after the incident, or eventually, as with certain occupational diseases such as Asbestosis or work related cancers	5

The Severity score is multiplied

Low risk activities deemed acceptable. Medium risk activities only to proceed

LOW (SCORE 1 TO 8)	
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LIKELIHOOD
CATEGORY
Very unlikely
Unlikely
Likely
Very likely
Certain

Adjusted by the Likelihood score to provide

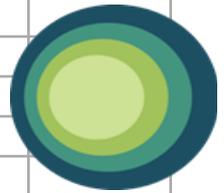
score if parents have specifically been informed

RISK SCORE SEVERITY

MEDIUM (SCORE 9 TO 15)

ELIHOOD EXAMPLE AND SCORES	
EXAMPLES	SCORE
Good control measures that do not rely on the person using them. Very low frequency activities.	1
Controls in place but depend on the people using them - some room for human error. Low frequency activities.	2
Inadequate controls in place, or could break down with poor maintenance. Controls depend on the user's compliance. Near misses may have occurred	3
Inadequate or doubtful controls in place. Heavy reliance on user compliance and a high chance of human error. Previous accidents or near misses	4
No controls or impossible to control. Death or catastrophic injuries. Exposure to agents likely to lead to death	5
vide a Risk score	
d of risk rating and why. High risk activities never to proceed	
HIGH (SCORE 16 TO 25)	

Risk Assessment Instructions



Severity and Likelihood

1. To change any of the categories for both severity and likelihood, click on the first part of the cell. Click on this arrow and choose your level. Once both severity and likelihood are entered, a Risk base will appear.
2. For the 'Are Control Methods adequate', again click on the cell to make the arrow appear and the cell will change depending on your answer.

Inserting a Return in a cell

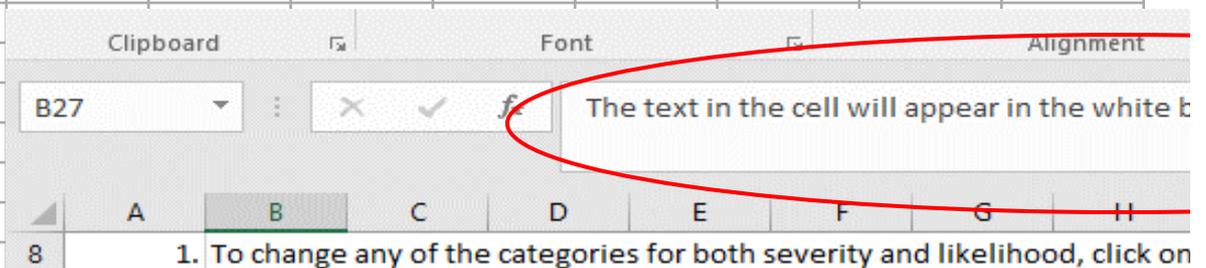
1. To insert a line return within a cell, you'll need to press Alt & Enter not just Enter as this will not

Creating an new line on the end of the risk assessment

1. Click in the last box on the last line and press 'Tab'

Copy and pasting from another excel document to this one

1. Click on the cell in the excel document that you want to copy from, this highlights the cell.
2. The text in the cell will appear in the white box below the menus at the top, as shown in the picture



3. Highlight this text by left clicking the mouse at the start of the text. When you still have the mouse button pressed, drag the mouse to the end of the text.
4. As soon as you let go of the mouse button, the text will remain highlighted. If not, try and highlight the text again.
5. Now click on the "Home" menu on the toolbar at the top. On this new menu, click on the "Copy" button.
6. Open the excel RA spreadsheet. Click on the cell where you would like to paste the copied text into.
7. Now click on the "Home" menu on the toolbar at the top, and this time click on the "Paste" option.

Truro and Penwith **Academy Trust**

The screenshot shows a portion of a spreadsheet. A red circle highlights a cell in column 'F' and row 1. The column header 'F' is visible above the cell, and the row number '1' is visible to the left. The text 'Number' is visible in the cell. Below the cell, the text 'box below the menus at the top' is visible. Below the cell, the column headers 'I', 'J', and 'K' are visible. Below the column headers, the text 'the first part of the cell and a drop c' is visible.

		likelihood	severity		
	1	Very Unlikely	Minor Injury, No time off		
	2	Unlikely	Injury and up to 3 days off		
	3	Likely	Reportable Condition		
	4	Very Likely	Major Injury/Long Term Absence		
	5	Certain	Death		
		Yes			
		No			

risk		
High 16-26	Medium 9-15	Low 1-8