

Risk Assessment: Whole School - November 2021

This risk assessment has been created following government guidelines for Stage 4 of the Road Map as detailed in the 'Schools COVID-19 operational guidance (applies from Step 4)' This risk assessment will be updated as the guidance changes.

School:	Alverton Primary School	 Truro and Penwith Academy Trust
Activity Description:		
Date of Assessment:	November 30th 2021	
Date of Review:		
Undertaken by:	Martin Higgs	
Approved by:		
Date:		Role:

The controls selected must be "reasonably practicable" -
 "The cost, time and effort required to implement the controls necessary to minimise the risk are justified by the quantum of risk"

■	■	■
Higher = 48hrs	Medium = 3 mths	Lower = 6 mths

Hazards & Harm What are the specific sources of harm and what are the injuries?	At Risk Employees – E Pupils - P Visitors – V Contractors - C	What are we doing?	What further action is required?	Action Who will act?	Priority	Target Date	Done?
Evacuation procedures during resumed full occupancy of the school	E,P,V,C	Fire risk assessment and evacuation routes are reviewed, and evacuation procedures updated as required. A full evacuation is timetabled for within the first 2 full days of school re-opening).		MH	M	8th Sept	
Premises not checked to ensure it is safe to open.	E,P,V,C	<u>Complete the re-opening checklist and ensure all issues are actioned.</u> The school has ensured that relevant property statutory compliance checks have been completed and records updated.	Replacement caretaker needed after 13/8/21 as JS leaves post on that date. Position is advertised.	PS	H	30-Nov	
Lack of up to date information for staff	E	Staff receive daily/weekly briefings on day to day school matters. Staff workload expectations are clearly communicated. Schedule what staff training is needed to implement any changes that the school plans to make. Staff have been fully briefed on the action planning for a school outbreak.	Ongoing briefings for staff	CW	H	01-Nov	
No outbreak management plan (Several confirmed cases within 14 days)	E, P,	An outbreak management plan is in place outlining how we will operate if there is an outbreak in the school or local area. Reference made to https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings for guidance on outbreak planning.	Management plan to be updated the situation is changing daily/hourly	MH	M	Nov-21	
Parents and carers are not fully informed of any ongoing health and safety requirements within the school relating to Covid-19	E,P	As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. Parent and pupil handbooks reflect changes to usual school policy and expected behaviours. Advice is made available to parents on arrangements for testing for COVID-19 in line with the latest guidance. Support for pupil/parent anxiety about return to school and vulnerability to COVID-19	Latest letter/email sent to parents 29/11/21	CW	H	01-Nov	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	E,P,	Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. This guidance has been explained to staff and pupils as part of the induction process. Regular review of the latest information across senior leadership and staff members. From 19th July 2021, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We encourage all individuals to take a PCR test if advised to do so. Visit https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers for latest guidance.	Return to school pack completed and ready for distribution to all staff and parents.	CW	H	21-Jul	
Staff/Pupils (Secondary) not aware of routine LFD testing processes and procedures	E, P	All secondary school pupils will receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. School staff and secondary pupils will undertake twice weekly home tests until the end of September, when this will be reviewed. (For secondary only) The school will retain a small asymptomatic testing site (ATS) on-site until further notice to offer testing to pupils who are unable to test themselves at home.	N/A				

Staff (Primary) not aware of routine LFD testing processes and procedures	E	Staff in primary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home as per guidance. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.	All in place	MH	M	01-Nov	
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	E,P	School's medical room/space has been assessed to ensure social distancing and isolation measures are not compromised. <ul style="list-style-type: none"> For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Isolated individuals should be in rooms where door can be closed (age permitting of child) and with windows for ventilation. Additional PPE to be used for accompanying staff where pupil symptomatic and 2m distance cannot be sustained. 	All in place	MH	H		
Face coverings	E, P, V, C	The government no longer advises pupils, staff and visitors to wear face coverings either in classrooms or in communal areas. The government no longer recommends face coverings be worn on dedicated transport to school or college and face coverings are no longer legally required on public transport. Pupils/staff must wash their hands/use hand sanitiser on boarding and on arrival (as is the case for all pupils and then wash their hands again before heading to their classroom. Additional cleaning of designated school transport. Decisions regarding wearing of masks can be made at a school level - can be a whole school decision or leave to individual preference. Staff should avoid wearing face coverings in classrooms. Provision for the temporary reintroduction of face coverings is included in the school's Outbreak Management Plan.	In place - revised 29/11/21		M	No	
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	E,P,V,C	An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Appropriate measures to supervise effective hand washing of young children are in place. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Large volumes of flammable liquids should be referenced in your Fire Risk Assessment. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently, including on arrival at school. Handwashing for 20 seconds minimum encouraged. Reinforce 'catch it, kill it, bin it' message. Use of e-bug learning from Public Health England.		JS	M	01-Nov	
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	E,P	Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work. If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary when performing aerosol generating procedures (AGPs) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf guidance is followed	PPE in place			Nov-21	
Cross contamination from use of welfare facilities - toilets, sinks, water fountains etc.	E,P,V,C	A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. Enhanced 'deep clean' prior to the wider opening of the school. An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection, making full use of timetable breaks, between lunch groups, before and after school. Introduce enhanced daily (or more often if possible) cleaning of doorways, handles and corridor walls and other frequently touched surfaces. More frequent cleaning of rooms / shared areas that are used by different groups. Working hours or additional capacity for cleaning is planned and in agreement with cleaning staff. Toilets to be cleaned more regularly e.g. every morning break, lunchtime and at the end of the school day. Outdoor playground equipment should be more frequently cleaned.	Professional cleaning routines in place - trying to reinstate additional cleaning	MH	Med	Nov-21	
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	E,P	Cleaning company/school cleaners are aware of the guidance for cleaning of non-healthcare settings COVID-19: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. Sufficient and suitable equipment is available for the required clean. Adequate waste disposal arrangements are in place to dispose of contaminated equipment Suitable PPE equipment is available if 2m from the child cannot be maintained.	Cleaning has taken place but Churchill cleaners unhappy about taking on tasks. To be addressed with the company	MH	Low	As Req.	

Transport for symptomatic staff/pupils.	E,P,	<p>If a pupil or member of staff has COVID-19 symptoms, or has a positive test while at their setting, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home.</p> <p>If this is not possible, and the setting needs to take responsibility for transporting them home we the following will apply:</p> <ul style="list-style-type: none"> • use a vehicle with a bulkhead or partition that separates the driver and passenger • the driver and passenger should maintain a distance of 2 metres from each other • the driver should use PPE, and the passenger should wear a face covering if they are old enough and able to do so 				Nov-21	
Lack of ventilation	E,P,V	<p>Open windows, prop open doors where possible.</p> <p>Open windows/vents in classrooms when opening the building. Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Ensure any poorly ventilated spaces are identified and steps have been taken to improve airflow. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Consider use of CO2 monitors and air purifiers.</p> <p>Increase the frequency of emptying bins. Bins to be emptied in the morning, at lunchtime and at the end of the day. Visit https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm for more information on ventilation measures.</p>	CO2 Monitors in all classrooms. Doors and windows to be opened as needed. The school has no mechanical ventilation system so a balance will be needed between maintaining an acceptable temperature and ventilation in and around the school.	Class Teachers	Mid	On going	
CEV pupils	P	<p>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3</p>	To be monitored	MH	High	On going	
Providing care for students with specific emotional or behavioural needs	P	<p>Individual risk assessment and care plans are reviewed and updated. PPE is provided where required. More information on PPE use can be found in the https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe-guidance.</p>	RA's in place as required	HH/MH/CW	Mid	On going	
CEV Staff	E	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. There will be further guidance issued before September 21</p>	RA in place for a member of staff with serious health condition 29/11/21			Nov-21	
Pregnancy	E	<p>A workplace risk assessment is carried out for all pregnant staff. This also includes risks to pregnant staff from contracting coronavirus and, as part of the risk assessment, we consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. The following guidance is adhered to https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees Complete risk assessment for pregnant staff. The Royal College of Obstetrics and Gynaecology (RCOG) has published https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it. FURTHER GUIDANCE IS EXPECTED OVER THE SUMMER</p>	Carry out RA as required. RA in place for pregnant member of staff (LH) 1/11/21	MH	Mid	As Req.	
Educational visits	E,P,	<p>Any educational day visits will be conducted in line with relevant COVID-secure guidelines and regulations in place at that time.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely</p> <p>Trips will be cancelled if any COVID-19 outbreaks are recorded within the setting.</p> <p>International visits can be planned from September 2021</p> <p>The school will comply with international travel legislation and will have contingency plans in place to account for these changes. Guidance at https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits will be followed.</p>		JD	H		
Cross contamination from sharing equipment	E,P,	<p>For frequently used resources, such as pens and pencils, it is recommend that staff, children and young people have their own. Classroom based resources, such as books and games, can be used and shared within groups. Although there is no longer the need for 'bubbles', equipment that is shared between groups, such as sports or art equipment, are either : cleaned frequently and in between use by different groups or rotated to allow it to be left unused for 48 hours (72 hours for plastics) between use by different groups/classes</p> <p>Outdoor playground equipment will be cleaned more frequently than usual, and where possible, between use by different groups of children.</p> <p>Children and young people will be advised to only bring essential items into school.</p> <p>Any resources taken home will be cleaned etc. when brought back to school.</p>	Appropriate measures in place, less stringent from September given the easing of requirements. Bubbles reinstated 29/11/21				

Cross contamination of used tissues etc.	E,P	Continued use of pedal bins with liners are in each classroom. These are emptied at least once daily. All waste is double bagged and placed in schools normal refuse bins. As with hand cleaning, younger children and those with complex needs are assisted and all pupils understand that this is now part of how school operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus					
Disposal of potentially contaminated waste from suspected/confirmed Covid case	E,P	Bin liners are double bagged and stored safely for disposal following the guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Check that cleaners are double bagging	MH	L		

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-s>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_ir

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decc>

<https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavi>

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-cc>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educati>