



Mylor Bridge School

Coronavirus Risk Assessment

Assessment conducted by: Vicky Sanderson	Job title: Headteacher	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Date of assessment: 24.2.21	Review interval: termly	Date of next review: May 21

Related documents
Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Supporting Pupils with Medical Conditions Policy, COSHH Procedures, Administering Medication Policy, GDPR policy, H+S policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Information PHE - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2021) 'COVID-19: guidance for educational settings' • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE – Cornwall phdesk@cornwall.gov.uk. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via the school newsletter they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly and are informed that they must tell a member of staff if they feel unwell. 	Y	Headteacher	24.2.21	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The GDPR are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering school. Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance (NHS posters are displayed by the sinks). Sufficient amounts of soap, clean water and paper towels are supplied in all toilets. (Interserve/SM to check throughout the day). Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are regularly reminded that handwashing is for 20 seconds. Pupils are not allowed to share cutlery, cups, water bottles or food. All cutlery and cups are thoroughly cleaned before and after use. Interserve to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Procedures and the Health and Safety Policy – see email of assurance. The Head teacher/Administrator arranges enhanced cleaning to be undertaken where required e.g. if isolation areas have been used. 	Yes	Headteacher	24.2.21	M

Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and a change to sense of taste and/or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing or change to sense of taste or smell, and believes they have been exposed to coronavirus, is immediately isolated and sent home. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Unwell pupils who are waiting to go home are kept in the Quiet Room where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If unwell pupils and staff are waiting to go home, they are instructed to use the small staff toilet to school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. <p>Staff and pupils are aware of help and support for poor mental health. Staff are signposted to: https://www.educationsupport.org.uk/</p> <p>Pupils and parents are signposted to: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p>	Yes	Headteacher	24.2.21	M
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Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately. Using PPE at all times (staff to wear gloves and collect cleaning fluid from the cleaning cupboard). • Parents are informed via newsletter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance (keep up to date). • Pupils who are unwell are isolated. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections and a plan will be put in place. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. • The one way systems continues to be in place and 2 metre markings along corridors have been renewed. • Only 2 children at a time are allowed in the KS2 toilets where there is less teacher over view of reduced distancing. 3 children in CI1 and 2 where higher levels of observation are in place. • All children (esp class 1) are encouraged to sit facing the front of the class. • Older children are encourage not to hug/touch one another • Lunchtime table plan in place to ensure that the same children sit together and reduce contact across classes. • Face masks to be worn by all members of staff when in communal areas. Staff may choose to continue wearing face masks in lessons 	Y	Headteacher /Administrator	24.2.21	M

		<p>though this is not mandatory. Donning and doffing of facemasks needs to follow the agreed format – see appendix</p> <ul style="list-style-type: none"> • The staffroom can be accessed for hot drinks and food – however the use of this space for eating and socialising is not permitted. • Meetings with colleagues should take place outside or in the hall – face masks to be worn when meeting inside. • Every attempt to stay at least 2 metres away from colleagues should be made. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus and refers to the information available from Public Health England/NHS • The Headteacher is informed by pupils' parents when pupils return to school after having coronavirus – the Headteacher informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. Arrange a return to work phone conversation and do not return to work unless you have had a return to work phone call. • The Headteacher/Administrator monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus with Interserve via the help desk. 	Y	Headteacher	24.2.21	M
Lack of communication	H	<ul style="list-style-type: none"> • All staff report immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local phdesk@cornwall.gov.uk. immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by PH. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	Y	Head teacher/Administrator	24.2.21	M

Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date Business Continuity and Contingency Plan in place in partnership with Interserve. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local PH or DfE helpline where required. Volunteers are not to be allowed into school – re assessed in April 	Y	Headteacher	24.2.21	L
Emergencies	H	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y	Administrator	8.03.20	M