

Assessor's Name	Kathryn Pipe	Assessment Date	14 May 20	Escalate to DCA Risk Register	Y
Review Dates	Reviewed 1 <sup>st</sup> June Reviewed 8 <sup>th</sup> June Reviewed 15 <sup>th</sup> June RA to be sent weekly to Govs for comments – as well as staff. RA to form part of weekly online staff meeting. Reviewed 26 <sup>th</sup> June and reviewed with Steve Green. Reviewed July 3 <sup>rd</sup> Reviewed July 10 <sup>th</sup> . Rebecca Manning Governor – visited the school on 7 <sup>th</sup> July for walk through. No concerns reported.				
Governor Engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.				
Safeguarding	The introduction of new arrangements have been reviewed to ensure that they do not impact on safeguarding requirements in the setting – report concerns to DSL/DDSL as usual.				
First Aid	First Aid arrangements have been checked and meet risk assessment level and ratio requirements for the number of staff and pupils in attendance. Every effort has been made to provide a paediatric first aider across the week and when this is not possible there is access to a trained first aider. Medical records have been updated for confidential medical folders in each classroom and shared with lunch staff.				

Description of process, activity or task to be risk assessed	
Describe the location where the activities are taking place	Dobwalls Primary School is a school for children of mixed ability, with 201 pupils aged 4-11, with up to 25 staff plus visitors that come and go throughout the school day. The site comprises an original and extended main building. There are extensive playing fields and green space.
Describe the activities being performed	<ul style="list-style-type: none"> <li>• place of work</li> <li>• education</li> <li>• dining</li> <li>• emergency response</li> <li>• safeguarding of vulnerable groups</li> </ul>
Describe the equipment and/or substances being used	Substance: Coronavirus COVID-19 (risk and control measures apply to all types of respiratory viruses, but focus of this assessment is on the novel COVID-19 strain, for which information remains limited, thus immunisation and treatment pathways have yet to be identified, resulting in a specific and increased risk compared with established strains of coronaviruses). Equipment: PPE, educational resources, IT and comms, machinery, hand tools, water fountains
Describe the people involved in these activities (and others who might be affected)	Young people and children ( <b>YPC</b> ), including: Dobwalls pupils (aged 4-11); visiting children (aged 5-18); visiting children and young people (aged 0-18); unborn child Adults ( <b>A</b> ), including: directly employed staff; contracted staff; volunteers; visiting adults; expectant mothers <u>Clinically vulnerable</u> , with a pre-existing medical condition ( <b>CVA or CVYPC</b> ), including: A or YPC with a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19 (includes expectant mothers) A or YPC from a black, Asian or minority ethnic ( <b>BAME</b> ) ethnicity group

	<p><a href="#">Clinically extremely vulnerable</a>, with chronic pre-existing medical condition (<b>CEV</b>), including: A or YPC with a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19</p> <p>Living with a <a href="#">clinically vulnerable</a> person (<b>LWCV</b>), including: A or YPC who shares a household with a person that has a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p> <p>Living with a <a href="#">clinically extremely vulnerable</a> person (<b>LWCEV</b>), including: A or YPC who shares a household with a person that has a chronic pre-existing condition that would potentially put them at critical impact having contracted COVID-19, should the A or YPC contract the virus in school</p> <p>Living with someone from a BAME ethnicity group (<b>LWBAME</b>), including: A or YPC who shares a household with someone from a BAME ethnicity group that would potentially put them at elevated impact having contracted COVID-19, should the A or YPC contract the virus in school</p>
--	--

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Are further controls needed?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location	Contraction of COVID-19 - transmission of COVID-19 through contact with surfaces (indirect transmission)	YPC	Enforcement of strict cleaning protocols in line with <a href="#">government guidance</a> for daily cleaning of internal surfaces with general cleaning products, including at increased frequency during the school day, with a particular focus on communal touch-points and after each use of communal areas. Record of cleaning of each class kept and signed – minimum of three times a day.	2	5	10	Possibly - change cleaning product from general to specific anti-viral product, if <a href="#">government guidance</a> changes	Await a change in advice from DfE, Public Health England, NHS, or other authoritative source <a href="#">(current advice, including for a confirmed case, is here)</a>	2	5	10
		A		2	5	10			2	5	10
		CVA		2	5	10			2	5	10
		CVYPC		2	5	10			2	5	10
		BAME		2	5	10			2	5	10
LWCV	2	5	10	2	5	10					
LWCEV	2	5	10	2	5	10					
LWBAME	2	5	10	2	5	10					
			Periodic (termly) deep cleaning of internal surfaces with general cleaning products in line with <a href="#">government guidance</a> . When the site was open to very small numbers, any unused sections have been deep cleaned have been sealed until they are next required.	2	5	10			2	5	10
			Periodic (termly) cleaning of external glass surfaces with general cleaning products (completed Apr 20)	1	5	5			1	5	5
			Cleaning wipes available to children and staff, so they can clean their own desk or equipment before use (optional)	1	5	5			1	5	5
			Clothing (and work clothing) should be worn to and from school, but removed immediately on return home. All items	1	1	5			1	1	5

			recommended to be washed regularly.									
		CVA CVYPC BAME LWCV LWCEV LWBAME	Work/learn from home wherever possible/as directed.	1	5	5				1	5	5
			Seek and follow medical advice on attending the school, and inform the school of the outcome and any specific measures.	2	5	10	Ensure adhere strictly to social distancing protocols Allocate to least-populated spaces/least-contact roles			2	5	10
		A	Staff employed at more than one school	2	5	10	Ask for copies of risk assessments for other organisations to ensure risks is being managed Negotiate with other schools to ensure days attended at school minimise mid-week transitions between schools. Ensure stringent hygiene at all times, corresponding to the most stringent of the different school measures Maximise use of outdoor learning. Ensure the classroom can be well ventilated. Ensure children placed are able to social distance towards the teacher.			2	5	10
		CEV	Stay at home, <a href="#">shield in line with government guidance</a> , do not attend the school	1	5	5	Staff to put a letter in writing if they feel they should be subject to an individual risk assessment, explaining personal circumstances. This will be reviewed by KP and one other senior member from the MAT or the Business Manager.			1	5	5

Activities	Contraction of COVID-19 - transmission of COVID-19 through contact with people (direct transmission)	YPC A CVA CVYPC	Maintain a culture of alertness and a mindset through our safeguarding mantra of “ <b>it could happen here</b> ”	2	5	10	Promote the mantra via letters to parents/carers, emails to staff, induction		2	5	10
		BAME LWCV LWCEV LWBAME	Proactive campaign to provide further advice on hygiene (to help prevent the spread of all types of respiratory viruses), following the guidance issued by the National Institute of Clinical Excellence - <a href="#">e-Bug</a> resources Should children or staff feel the need to cough or sneeze, they must ensure they cover their mouth and nose, preferably using a tissue, but in an emergency they should use the bend of their elbow or cover with clothing, washing or sanitising their hands immediately after and disposing of tissues appropriately. Children and staff should avoid touching their mouth, eyes and nose.	2	5	10	Tissues available in each class.		2	5	10
			Hand sanitiser dispensers around the site - monitor to ensure they are filled and functioning as stocks are possible	2	5	10			2	5	10
			Monitor all soap dispensers in toilet areas to ensure they are filled and functioning	2	5	10			2	5	10

			<p>Take additional precautionary measure - any staff, child or visitor presenting with <b>any sign of any illness</b> must stay away from the Academy (this is based on <a href="#">preliminary scientific studies</a> that indicate a range of additional symptoms such as fatigue, diarrhoea, confusion, vomiting, headache, joint pain). Those exhibiting any of the <a href="#">COVID-19 symptoms</a> must commence self-isolation for 7 days, with the remainder of their household isolating for 14 days and following prevailing published <a href="#">guidance</a>.</p>	1	5	5	<p>For those that display symptoms, arrange for testing of employees and recommend to parents the testing of students (parents will need to arrange) in line with <a href="#">government guidance</a></p> <ul style="list-style-type: none"> <li>- if negative then return and cease household isolation (as long as nobody else is displaying symptoms)</li> <li>- if positive, continue with isolation in line with published <a href="#">guidance</a>.</li> </ul> <p>Monitor official guidance and take necessary action in a timely manner</p>	Ongoing	1	5	5
			<p>As an additional precautionary measure, undertake temperature checks using contactless digital thermometers (will only be done with the consent of the individual and when technology allows)</p>	1	5	5			1	5	5
			<p>Inform all staff and students that they must follow the advice of the national test and trace service - if contacted and advised to self-isolate they must stay away from school for 14 days, or until a clear test result is received</p>	1	5	5			1	5	5
			<p>Encourage all staff to download the NHS tracking app (assuming the current trial is successful).</p>	1	5	5					

			Segregate anyone that develops symptoms during the school day or otherwise feels unwell, until such time that they can be collected. ( <i>rainbow room/fishy room or outside but must in visual distance</i> ) Unwell person to be offered a face mask to reduce the risk of transmission to others	2	5	10	Staff to remain 2 metres away and where that is not achievable, to use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing		1	5	5
			In an emergency situation, such as first aid or intervention to prevent self-harm or harm to others, staff may need to breach the recommended 2 metre separation – this is to be logged on our online Covid log	1	5	5	Staff to remain 2 metres away (e.g. use verbal commands) and where that is not achievable and where the situation allows, use appropriate PPE, including face mask for mouth and nose, eye protection, gloves and apron, particularly if coughing or sneezing		1	5	5
			Any children or staff that travel abroad must ensure they follow the <a href="#">government guidance</a>	1	5	5	Monitor official guidance and take necessary action in a timely manner	Ongoing	1	5	5
			Students and staff using school and public transport will follow the <a href="#">guidance issued by Cornwall Council</a> , which is informed by the <a href="#">government guidance for passengers</a> - this means that passengers must <a href="#">wear “face coverings”</a> from 15 Jun 20	2	5	10			2	5	10

			<p>Implement <a href="#">social distancing measures</a>:</p> <ul style="list-style-type: none"> <li>- maintain a personal space of 2m (NB: this may not be always possible with children in YR/Y1 as stated in the Government guidance)</li> <li>- lay out classrooms and learning spaces with 2m separation</li> <li>- pre-planned classroom entry/exit routine</li> <li>- mark communal areas (corridors, pathways, playground) to indicate a 2m gap</li> <li>- one-way system for moving around school down towards the hall</li> <li>- designated entrances/exit for each class and increased use of all external access points to dilute footfall</li> <li>- keep children in a learning bubble, in a classroom and timetabled outside areas for all lessons</li> <li>- staff able to move groups to cover teachers for breaks (kept to as minimum as possible</li> <li>-Where possible, one teacher with one TA in a bubble. Staffing availability may see one teacher or two teaching assistants at times. Staffing planned according to individual needs of the children including EHCP and medical needs.</li> <li>- stagger lunch and break times and children to remain in their</li> </ul>	2	5	10	<p>Provide induction as additional children join come in to the school for their learning.</p> <p>Remind all children daily in the morning about social distancing.</p> <p>Lunch time staff to take outside first aid pack, sanitiser and wipes daily.</p> <p>Each learning space has a different capacity maximum according to size (1 x 15, 1 x 11, 3 x 8, 1 x 9)</p>	Ongoing	2	5	10
--	--	--	--	---	---	----	---	---------	---	---	----

			<p>learning bubble - learning bubble should not interact</p> <ul style="list-style-type: none"> <li>-staff children where possible should be kept with staff, exceptions can be made as long as social distancing and hand washing observed</li> <li>- encourage outdoor activity at lunch and break times as well as other times of the day but this is planned</li> <li>- canteen to operate a pre-order and staff to collect and deliver to the classes and Y5/6 can collect at social distance.</li> <li>- allow only one child at a time per toilet area – staff to monitor. Allocate a toilet to each group.</li> <li>- hand dryers in the toilets are disabled and paper towels provided</li> <li>- manage arrival and departure of children to ensure 2m separation is achieved: arrival in 10 min slots from 8:45 – 9:15. End of day 2:55pm – 3:15pm.</li> <li>- only one parent/carer per children for any meetings/visits</li> <li>- no school assemblies</li> <li>- no Dobwalls School events</li> <li>- no SMART Academy events</li> <li>- no trips and visits</li> <li>- no sports fixtures</li> <li>- cease contact sports and other close proximity activities within lessons</li> <li>- postpone CPD events unless online</li> </ul>						
--	--	--	---	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>- postpone face-to-face staff meetings, use Teams meetings</li> <li>- cease use of agency supply staff</li> <li>- cease lettings to community groups</li> <li>- cease lunchtime/after school clubs</li> <li>- postpone external visitors unless outdoors at social distance by prior appointment and need.</li> </ul>									
			Singing and shouting – singing and shouting should not be activities actively encouraged in the classroom due to scientific evidence of the way germs can spread faster through these methods.	2	5	10	Singing can only take place outside with children at social distance.			2	5	10
			In the case of emergency or evacuation, it may be necessary to dispense with the 2m rule and one-way system, if the situation dictates, and use all available corridors and exits.	1	5	5	Fire Drill successfully practised week beginning 1 <sup>st</sup> June.			1	5	5
			Classrooms and other spaces to be well ventilated – windows and doors open providing fresh air and reduces need to touch door handles.	1	5	5				1	5	5
			Occasional, brief, transitory encounters of less than 2m is considered low risk and should not be cause for alarm.	1	5	5				1	5	5

			Essential external visitors requiring access on to site e.g. social workers, family workers, electricians, compliance testing, ICT support.	2	5	10	Ask external visitors question on arrival as follows: -their health (any sign of any illness) -whether they or anyone in their household is presenting with any symptoms of COVID-19 -whether they have been asked to isolate by the national Test and Trace service  Refuse entry where appropriate		2	5	10
		CVA CVYPC	Seek and follow medical advice on attending the school, and inform the school of the outcome and any specific measures.	2	5	10	Ensure adhere strictly to social distancing protocols Allocate to least-populated spaces/least-contact roles		2	5	10
		CEV	Stay at home, <a href="#">shield in line with government guidance</a> , do not attend the school	1	5	5			1	5	5
	Social distancing not observed in staff areas	A CVA BAME LWCV LWCEV LWBAME	Signage around the school both inside and out. Taped marking on the floors and painted dots outside on the floor to support staff in visualising the 2m distance. Field divided into two spaces. Staff room signed with 4 people max in the space at one time. Separate staff room and work space allocated. Hand dryers turned off.	1	5	5			1	5	5
			Staff room sink and dishwasher must be free of personal cutlery and utensils	2	5	10	Staff to undertake dishwashing of their personal items and must remove cleaned items from the Staff Room to prevent cross contamination		1	5	5

	Lack of up to date information for staff and parents.	YPC A CVA CVYPC BAME LWCV LWCEV LWBAME CEV	Head teacher to hold weekly virtual staff meetings to keep staff up to date as well as ongoing emails, telephone calls. Weekly newsletter to parents. Telephone calls to check in with parents. Communicate through texts, twitter and information posted on the home learning area of the website. Home learning updated weekly online. Weekly phone calls to EHCP and vulnerable children.	1	5	5	Children in Y2 –Y6 have access online to face-to-face sessions with teachers weekly.		1	5	5
	Social distancing not maintained at drop off and pick up times	YPC A CVA CVYPC BAME LWCV LWCEV LWBAME	Staff on duty at all time during the morning drop off as parents not to pass through the side gate (unless circumstances as decided by the adult on duty). Staff to ensure one-way system takes place and parents/children adhere to the painted flooring spots. End of day – one-way system on and off the site through brown gate by the nursery in operation to maintain a flow at social distance. Staff to monitor.								
Equipment and substances	Contraction of COVID-19 - transmission of COVID-19 through contact with shared equipment	YPC A CVA CVYPC BAME LWCV LWCEV	Clean regularly all shared personal protective equipment (PPE) such as goggles and masks, shared IT equipment such as keyboards and mice, shared musical instruments, forest school equipment.	2	5	10			2	5	10

		LWBAME	Cease communal use of water fountains - children to bring in a fresh drinks bottle daily.	1	5	5	Bottled water available in each class.		1	5	5
			Items of personal equipment or stationery should not be shared by children.	2	5	10	All children to have own labelled stationary equipment that remains permanently theirs.		2	5	10
			Hand sanitiser should be stored appropriately and safely according to pupil age and individual risks. One always available in the office on sign in entry.	1	5	5			1	5	5
			Handheld and frequently touched sports/PE/forest school equipment should be disinfected prior to use.	2	5	10			2	5	10
			Toys that are more difficult to clean will be taken out of use temporarily, for example soft toys, dressing up and wooden toys.	1	5	5			1	5	5
			Toys that are put into children's mouths will be cleaned immediately.	3	5	15			3	5	15
			Toys that are allocated to an individual will be washed in soap and water at the end of each day	2	5	10	Each child's resources to be kept in a tray, pot, wallet and name labelled accurately.		2	5	10
			Books will be issued to pupils on a rotational basis - Used books are set aside for 72 hours after use to reduce microbial load	1	5	5			1	5	5

\*Likelihood x Consequence = Risk (see Annex A)

**Risk Rating Calculator**

Likelihood that hazardous event will occur	
1	very unlikely
2	unlikely
3	fairly likely
4	likely
5	very likely

Consequence of hazardous event	
1	insignificant – no injury
2	minor – minor injuries needing first aid
3	moderate – up to three days’ absence
4	major – more than seven days’ absence
5	catastrophic – death

**Action Level Table**

Risk rating	Action
20–25	Stop – stop activity and take immediate action
15–16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8–12	Action – improve within specified timescale
3–6	Monitor – look to improve at next review or if there is a significant change
1–2	No action – no further action but ensure controls are maintained and reviewed

**Risk Scoring Grid**

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	Consequence					

**Hazards in the workplace**

Aggression and violence	Drugs and alcohol	Lighting	Stress
Asbestos	Electricity	Manual handling	Temperature
Bullying	Fire	Noise	Vehicles/transport
Chemicals and harmful substances	Getting in and out	Plant and machinery	Vibration
Computer workstations	Heights	Radiation	Viruses, diseases and infections
Confined spaces	Housekeeping	Slips and trips	

**Hazard categories:** Mechanical; Physical; Chemical; Biological; Environmental; Organisational

- <sup>1</sup> Machinery or process
- <sup>2</sup> Substances or conditions, including slips, trips and falls
- <sup>3</sup> Harm to humans, property or environment
- <sup>4</sup> Organic substances
- <sup>5</sup> Temperature, dust
- <sup>6</sup> Behaviour, workload, time constraints, deadlines

**COVID-19 - Sources of information used to inform this Risk Assessment:**

[www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

[eBug website](#)

[staying at home guidance](#)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  
guidance on cleaning in non-healthcare settings.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

[preliminary scientific study](#)

[government guidance for passengers](#)

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>