

Dobwalls Primary School - Risk Assessment for Sep 20 Full Return - Coronavirus COVID-19

Assessor's Name	Kathryn Pipe	Assessment Date	14.07.2020	Escalate to DCA Risk Register	Y
Reviewed dates RA shared with staff and Govs as part of the ongoing review process.	(amendments since previous version in yellow highlight) 23.07.2020 04.09.2020 11.09.2020 18.09.2020				

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 and part of the SMART Academy Trust. It currently educates 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"> • place of work • education • dining • emergency response • safeguarding of vulnerable groups • travel to and from school
Describe the equipment and/or substances being used	<p>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).</p> <p>Equipment: PPE, educational resources, IT and comms, machinery, kitchen appliances, hand tools, water fountains, vehicles, cutlery and utensils</p>
Describe the people involved in these activities (and others who might be affected)	<p>Young people and children (YPC), including: School children (aged 4-11); visiting children (aged 5-18); visiting children and young people (aged 0-18); unborn child</p> <p>Pregnant woman (PW) - pregnant A or YPC under 28 weeks' gestation and with no known underlying health conditions</p> <p>Pregnant vulnerable woman (PVW) - pregnant A or YPC from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation</p> <p>Adults (A), including: directly employed staff; contracted staff; volunteers; visiting adults</p> <p>Clinically vulnerable, with a pre-existing medical condition (CVA or CVYPC), including: A or YPC with a pre-existing condition that would potentially put them at elevated impact having contracted COVID-19 (includes expectant mothers)</p> <p>A or YPC from a black, Asian or minority ethnic (BAME) ethnicity group (BAME or BAMEYPC)</p>

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	<p><u>Clinically extremely vulnerable</u>, with chronic pre-existing medical condition (CEVA or CEVYPC), 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 <u>clinically vulnerable</u> person (LWCV), including: A or YPC who shares a household bubble 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 someone from a BAME ethnicity group (LWBAME), including: A or YPC who shares a household bubble 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> <p>Living with a <u>clinically extremely vulnerable</u> person (LWCEV), including: A or YPC who shares a household bubble 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>
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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)	PVW	Work or learn from home	1	5	5			1	5	5
		PW	Undertake personalised risk assessment with line manager, following guidance by Royal College of Obstetrics and Gynaecology	1	5	5	PW and line manager to read guidance by Royal College of Obstetrics and Gynaecology and sign up for updates		1	5	5
		CEVYPC CEVA	Obtain medical advice Shield at home where advice dictates and undertake home learning/work from home Return to school if advice dictates and adhere to control measures	1	5	5	Ensure adhere strictly to social distancing and all other risk mitigation protocols. Allocate to least-populated spaces/least-contact roles.		1	5	5

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			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 ventilated for air changes.	2	5	10	
			Work from home in cases in which appropriate work in school is not feasible and not it is detrimental to the provision of education (to be arranged through SLT)	1	5	5		1	5	5	
			CEVYPC CEVA	Obtain medical advice. Shield at home where advice dictates and undertake home learning/work from home	1	5	5		1	5	5
Activities	Contraction of COVID-19 - transmission of	PVW	Work or learn from home	1	5	5		1	5	5	

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	COVID-19 through contact with people (direct transmission)	PW	Undertake personalised risk assessment with line manager, following guidance by Royal College of Obstetrics and Gynaecology	1	5	5	PW and line manager to read guidance by Royal College of Obstetrics and Gynaecology and sign up for updates		1	5	5
		CEVYPC CEVA	Obtain medical advice Shield at home where advice dictates and undertake home learning/work from home Return to school if advice dictates and adhere to control measures.	1	5	5	Ensure adhere strictly to social distancing protocols. Allocate to least-populated spaces/least-contact roles.		1	5	5
		YPC A PW CVA	Maintain a culture of alertness and a mindset through our safeguarding mantra of “it could happen here”	2	5	10	Promote the mantra via letters to parents/carers, emails to staff, induction, virtual assemblies, PSHE.		2	5	10

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		CVYPC CEVA CEVYPC BAME BAMEYPC LWCV LWCEV LWBAME	<p>Reinvigorate campaign to provide advice on hygiene, following the guidance issued by the National Institute of Clinical Excellence - e-Bug resources - wash or sanitise hands more regularly throughout the day (as a minimum: boarding/alighting transport, putting on/taking off face coverings, on arrival/departure, after using the toilet, before/after eating)</p> <p>Children and staff should avoid touching their mouth, eyes and nose</p> <p>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.</p>	2	5	10	<p>Children and staff will use their 'bubbles' allocated handwashing station and/or sanitiser.</p> <p>Bins to be kept near the entrances to classrooms so they can be checked during cleaning of communal touch points and emptied if necessary.</p> <p>Ensure posters highly visible encouraging positive behaviours.</p>		2	5	10
			<p>Hand sanitiser in each class - monitor to ensure they are filled and functioning.</p>	2	5	10	<p>Hand sanitiser should be stored appropriately and safely according to pupil age and individual risks.</p> <p>One always available in the office on sign in entry.</p>		2	5	10

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			Monitor all soap dispensers in toilet and sink areas to ensure they are filled and functioning	2	5	10			2	5	10
			Any staff, student or visitor presenting with any of the COVID-19 symptoms must stay away from the Academy for 10 days , with the remainder of their household bubble isolating for 14 days and following prevailing published guidance	1	5	5	For those that display symptoms, arrange for testing of employees and recommend to parents the testing of children (parents will need to arrange) in line with government guidance - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published guidance . If person testing positive has accessed our site recently, we will contact the local health protection team immediately , who will undertake a rapid risk assessment to determine who else might need to isolate as a precaution. Monitor official guidance and take necessary action in a timely manner	Ongoing	1	5	5

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			Any staff, children or visitor who has anyone in their household bubble who is presenting with any symptoms of COVID-19 must stay away from the School for 14 days and follow prevailing published guidance	1	5	5	Staff informed via operating procedures Inform parents/carers and returning children via letter detailing children operating procedures Remind children at induction and daily registration Recommend household member has test: - if negative then return and cease household bubble isolation (as long as nobody else is displaying symptoms) - if positive, continue with isolation in line with published guidance .		1	5	5
			Any children or staff that travel abroad must ensure they follow the government guidance on quarantine Staff or children returning from a country that requires quarantine must isolate for 14 days before returning to the School	1	5	5			1	5	5

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			All staff and children must follow the advice of the NHS Test and Trace service or local health protection team - if contacted and advised to self-isolate they must stay away from school for 14 days, or until a clear test result is received if they develop symptoms	1	5	5			1	5	5
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			<p>Undertake checks of all visitors and contractors in Reception and ask questions relating to:</p> <ul style="list-style-type: none"> • their health (any sign of any illness) • whether they or anyone in their household bubble is presenting with any symptoms of COVID-19 • whether they have been asked to isolate by the national Test and Trace service or local health protection team • whether in the last 14 days they have returned from a country that requires quarantine • provide handheld thermometer to check temperatures which is then wiped between each use <p>Refuse entry where appropriate (inform SLT)</p>	1	5	5	<p>Retain contact details of all visitors, in case we need to inform PHE/NHS Test and Trace in the event of an outbreak</p> <p>Ask that they notify us if they develop symptoms or are confirmed positive within the subsequent 14 days</p>			1	5	5
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			Inform all staff and children that they must adhere to the latest government advice and guidance when not in school (social responsibility), and that any reported breaches will be investigated and could result in action being taken to restrict their access to the school	2	5	10	Restrict access to the school for those people that deliberately or consistently breach the government guidance while out of school, thus increasing the risk to others in the learning community.		1	5	5
			Encourage all staff to download the NHS tracking app (assuming the current trial is successful) This will allow NHS Test and Trace to identify others that have been in close proximity	1	5	5			1	5	5
			Segregate anyone that develops symptoms during the school day or otherwise feels unwell, until such time that they can be collected (to the rainbow room with windows open and disabled toilet for their exclusive use until cleaned) 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 or vomiting Staff to follow DfE guidance on safe use of PPE to reduce self-contamination Clean affected areas with household bleach (adhere to COSHH and risk assessment procedure for bleach)		1	5	5

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			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	1	5	5	Staff to remain 2 metres away (e.g. use verbal commands) and where that is not achievable and the person is not presenting with COVID-19 symptoms, proceed with treatment without PPE If the person is presenting with COVID-19 symptoms, 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
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			Children may need support with intimate care, staff may need to breach the recommended 2 metre separation.	3	5	15	<p>If at all possible remain on the periphery of the toilet cubicle</p> <p>PPE should be worn if you need to go into the cubicle or support changing - gloves and an apron (face mask & visor if there is a risk of fluid transfer from face to face contact)</p> <ul style="list-style-type: none"> -handwashing hygiene is essential -hand gel to be available -additional member of staff available to support if needed <p>PPE supplies must not be permitted to drop below the minimum of 4 sets available.</p>		2	5	10
			Children and staff using school and public transport will follow the guidance issued by Cornwall Council , which is informed by the government guidance for passengers - this means that passengers must wear "face coverings"	2	5	10	Educate all staff/children in the safe use, storage and disposal of face coverings		2	5	10
			Parents/carers should not transport children from outside of their household bubble	2	5	10			2	5	10

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			Implement whole-school social distancing and precautionary measures :	2	5	10	Provide induction as additional children join come in to the School for their learning	Ongoing	2	5	10
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			<ul style="list-style-type: none"> • Wherever possible, aim to maintain a personal space of 2m between children-staff, children-children and staff-staff • Where distancing is not achievable at 2m, revert to “1m plus” - aim for 2m but accept 1m for as short a time as possible (no longer than 15minutes) • Where “1m plus” is not achievable, avoid close face to face contact and minimise the time spent within 1m of anyone (no longer than 15minutes) • Adults to interact with children side-by-side not face-to-face • Social distancing is not expected of children-children in class bubbles. <p>- mark communal areas (e.g. corridors, pathways, playground) to indicate a 2m gap</p> <p>- one-way system for moving around school at the beginning and end of the day</p> <p>- designated entrances/exits for staff and for specific children classes and increased use of all</p>		<p>Restrict access to the School for those people that, after investigation, are found to be deliberately or consistently breaching the School’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 14 days.</p> <p>If a child is classed as vulnerable, they will be sat at their own desk where as others will be sharing a desk and sitting alongside.</p> <p>Educate children to respect personal space in maintaining distance from each other.</p> <p>If a bubble needs to mix, then 2m social distancing will be observed.</p> <p>Parents and staff have been advised that they should not gather in parking areas or walk together in large groups</p> <p>One way drop off/exit planned.</p>		1	5	5
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			<p>external access points to dilute footfall</p> <ul style="list-style-type: none"> - canteen to operate a pre-order service – staff to collect hot meals from the canteen and deliver to class bubbles - only one parent/carer per children for any meetings/visits which must be by prior appointment - no School events - postpone CPD events, but examine alternatives - staff meetings to take place either virtually using Teams or at social distance of 2m in the hall when it is deemed the meeting is best fit to this format - carefully manage use of agency supply staff - cease lettings to community groups - postpone non-essential external visitors/contractors - publish notice (via letter to parents/carers, website that school remains off limits to the community 			<p>Staff and EHCP children by individual agreement only to use the main entrance.</p>			
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			Specialist Teaching bubbles will be used to ensure children receive their full entitlement where possible.			10	<p>Specialist bubbles used to deliver RWI sessions across Y1/2 and for specialist TIS support if necessary.</p> <p>Increased hygiene mitigations in place:</p> <ul style="list-style-type: none"> - Area cleaned before each use - Staff sat at 2m - Side to side interaction - Children sanitise hands - Class children kept together where possible 			10
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			<p>In line with advice, primary children do not need to wear face coverings but staff do according to the following criteria:</p> <ul style="list-style-type: none"> - If the area goes into local lockdown then all staff MUST wear a visor whenever close (less than 2m from someone else indoors or 1m outside). - If we are not in local lockdown, then a visor MUST be worn whenever close to adults and children not in their bubble but apply the 15-minute rule for people in your bubble. 			10	<p>Face masks must not dangle around the neck.</p> <p>Staff who are 2m away from other adults inside or 1m away outside do not need to wear. <i>Note: When teaching or on other occasions when there are 2m distance from others, the wearing of a visor is permitted but other face coverings are not.</i></p>					5
			In the case of emergency or evacuation, it may be necessary to dispense with the 2m rule, if the situation dictates - use all available corridors and exits	1	5	5				1	5	5
			Utilise clear acrylic/glass screens to separate staff from children while teaching where needed and to segregate office spaces in lieu of 2 metre separation	1	5	5				1	5	5

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			Classrooms and other spaces to be well ventilated where possible at all times of occupation to allow for air changes	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
			<p>Allocate specific toilets for staff. Allocate specific bubble toilets for children use which will be unisex.</p> <p>- toilet users to close the lid prior to flushing and to leave one minute between users (extremely minor risk and from faeces only, not urine, so does not impact on urinal flushing)</p> <p>- disable all air-jet hand dryers due to risk of circulating virus through the air</p>	1	5	5	Paper towels to be in toilets for hand drying in place of hand dryers.		1	5	5

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		YPC	Younger children are accepted in the guidance as not being able to reliably socially distance or wear coverings. For these individuals the risk of severe consequences of the disease are less but their potential to spread the disease is likely to be similar. Hence children to children contact for young children will be tolerated and mitigations placed around this to minimise impact for adults who are more at risk.	4	3	12	<p>Regular handwashing/sanitising for all adults.</p> <p>Explaining the need for social distancing and enable children's efforts to comply.</p> <p>Regular cleaning of floor spaces that may come into contact with hands.</p>		3	3	9
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		<p>YPC BMEYPC CVYPC CEVYPC</p>	<p>Implement children-specific social distancing measures: Where children to children distancing is not achievable at “1m plus” for prolonged periods, children must be placed in a bubble structure: - reduce footfall by keeping children in a learning group bubble, in a single classroom (where possible) for all lessons and rotate the teacher - stagger lunch and break times and children to remain in their bubble - bubbles should not interact, or, where not achievable, interaction should be minimised, noting that prolonged interaction could result in the forming of a larger bubble - lay out classrooms and learning spaces with desks facing forward - pre-planned classroom entry/exit routine - encourage outdoor activity at lunch and break times, within bubbles as far as possible (outside interaction carries a much reduced risk of transmission) - allocate toilet areas on a bubble basis and allow only one child at a</p>	2	5	10	<p>Restrict access to the School for those children that, after investigation, are found to be deliberately or consistently breaching the School’s operating procedures and/or expectations while in school, thus increasing the risk to others in the learning community - remove from site and stay away for 14 days.</p> <p>If a bubble needs to mix, then 2m social distancing will be observed.</p> <p>Staff meeting can take place in the hall at social distance.</p>		2	5	10
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			<p>time per toilet area where possible</p> <ul style="list-style-type: none"> - only permit lunchtime/after school clubs that maintain the bubble structure or can maintain 2m separation from sub-bubbles within them. - resources, coats, lunch boxes to be kept under individual children’s desks - manage arrival and departure of children to ensure appropriate separation and bubble structure is achieved while on school site - limited contact sports i.e. no sports that have to have full body contact - cease close proximity (especially face to face) activities within lessons and consider impact of elevated depth/rate of breathing from intense exercise - no activities involving shouting or singing on mass - no whole school assemblies in the hall - no school events - no trips and visits - no sports fixtures 			<p>Limited contact sports – no tag rugby, dodgeball. Football/hockey where the ball is kicked by the foot/stick and with supervision can be played along with handwashing. PE to be planned to minimise contact.</p> <p>Singing: can take place in groups of 15 max, outside at distance preferred or if inside - at distance with back to back or side to side positioning. Must be ventilated and singing quietly. Music can be played at a reasonable level.</p>			
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			If social distancing protocols and other risk mitigation measures cannot be consistently maintained due to poor behaviours or an inability to comprehend or follow instructions, then consider risks to individual and the wider learning community.	3	5	15	Assess specific or additional risks and develop specific or additional mitigating actions (additional to this risk assessment), including study in separate location. If risks cannot be suitably mitigated in the school environment, then children will have to study at home if individual or others are put at an unacceptable level of risk.		1	5	5
Equipment and substances	Contraction of COVID-19 - transmission of COVID-19 through contact with shared equipment	YPC A PW CVA CVYPC CEVA CEVYPC BAME BAMEYPC LWCV LWCEV LWBAME	Clean regularly and provide self-clean facility for all users of shared personal protective equipment (PPE) such as visors, goggles and masks, shared IT, workstations and other shared equipment such as screens/keyboards/mice, shared musical instruments, whiteboards, touch-screen TVs, telephones, photocopiers.	2	5	10	Use of electrostatic deep cleaning process will disinfect whole rooms/spaces, including any equipment (electrostatic cleaning equipment is on order and due in Aug 20 - this equipment will be on trial for the initial period in the MAT, await updates)		1	5	5
			Cease communal use of water fountains.	1	5	5	Provide bottled water to all children and staff on request and dispose of bottles in specified containers		1	5	5

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			Items of personal equipment, toys or stationery should not be shared, borrowed or taken by children and staff.	2	5	10	Issue children/staff with stationary. KS2 option to bring a pencil case in which is wiped on arrival then stays at school. Retain children stationery at personal desk allocated within bubble classroom. Provide staff with a personal issue of equipment.		1	5	5
			Lock away shared absorbent resources, such as soft toys, dressing up clothes, hats, and any resources like board games that promote close proximity face to face interaction.	1	5	5			1	5	5
			Toys that are put into children's mouths will be cleaned immediately.	3	5	15			3	5	15
			Certain items can be shared within a bubble, such as text books and learning resources, sports equipment. Minimise the use of resources shared between bubbles, always cleaning after every use. Where possible, re-use resources after 48hrs (72hrs for plastics) to reduce the need for cleaning.	2	5	10	Each class will have allocated tub of playground equipment to be cleaned after each use.		2	5	10

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			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
		A PW CVA CEVA BAME LWCV LWCEV LWBAME	Staff room sink 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

*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 seven 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

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Machinery or process

² Substances or conditions, including slips, trips and falls

³ Harm to humans, property or environment

⁴ Organic substances

⁵ Temperature, dust

⁶ 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/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](#)

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[government guidance for passengers](#)

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

[Flushing](#)

[Air-jet hand dryers](#)

[DfE guidance on safe use of PPE](#)

[Undertaking first aid without PPE](#)