

## RISK ASSESSMENT:

<b>Establishment Name</b>	Tywardreath School
<b>Persons at risk</b>	Children, staff and parents
<b>Date of assessment</b>	06/07/2020
<b>Review Date</b>	Sep-20



Truro and Penwith  
**Academy Trust**

Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk	Are Control Methods Adequate
1. Prevention- Transmission of Covid to pupils and staff	Pupils or staff showing symptoms in school( new continuous cough or high temperature, or loss of , or change in their normal sense of taste or smell - anosmia)MUST be isolated in Deputy Head's office with windows open and door closed. Any staff member supporting the patient must be wearing specific PPE; fluid resistant surgical face mask (if a 2m distance cannot be maintained), if contact is necessary disposable gloves, apron and a fluid resistant face mask must be worn. If there is risk of splashing to the eyes, eye protection must be worn. Parents and or carers to be contacted immediately and child (including any siblings) to go home to isolate. If the patient needs the bathroom while waiting for collection, they must use the adult male toilet (opposite), this should then be cleaned and disinfected before any other use. In any emergency call 999	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	Staff to wear PPE for first aid. Avoid face to face contact. Ensure eye protection is worn if needed. First aid station to be outside under swimming pool shelter during lunch and break times.				
	The areas i.e. Deputy Head's office must be cleaned with normal household disinfectant	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	Any staff that have been in contact with possible covid case must dispose of PPE and wash hands thoroughly for at least 20 seconds. Do not go home to isolate unless they develop symptoms.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

2. Unwashed hands	MUST ensure sufficient hand washing facilities are available Provide hand sanitisers in classrooms where sink and soap is not available Adults and children frequently wash hands for 20 sec and dry thoroughly. Arriving at school, returning from breaks when they change rooms and before and after eating.	Major Injury/Long Term Absence	Unlikely	Medium 10	Yes
	Young children and pupils with complex needs to be helped to clean hands properly (avoid ingestion). Skin friendly wipes may be used as alternative. Build into daily routine and school culture.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
4. Contaminated surfaces	Clean surfaces that children/staff are touching more regularly e.r toys, books, desks, chairs, doors, sinks, toilets, light switches,bannisters,i-pads, more regularly than normal. Ensure cleaning schedule is in place in every room. Where possible ensure all spaces are well ventilated. Clean shared areas between groups. e.g. hall, library, staff room. Staffroom external door to be opened during lunchtime period including windows to corridor.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
3. Poor respiration hygiene	Catch it. Kill it, bin it approach- ensure all areas have tissues and bins available. Ensure younger children and those with complex needs get this right. All pupils understand this is how school operates. Ensure bins are emptied regularly. PHE does not recommend use of face coverings in school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
5. Transmission between individuals	Each class will form a consistent group for the majority of time and kept apart where possible. All Teachers and other staff can operate across different classes in order to facilitate delivery of broad and balanced curriculum. Staff should try and keep their distance as much as they can, ideally 2m, from other adults but it is not expected that staff will be able to distance from children. Adults must avoid close face to face contact and minimise time spent within 1 m of anyone. If a pupil already has routine intimate care needs that involves use of PPE then this should continue. Older children to be encouraged to maintain social distancing and limit contact with staff. and their peers.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	Consider small adaptations to classroom environment, including seating pupils side by side and facing forwards rather than face to face. Carpet time to be reduced to short periods only and pupils to be spaced as far as possible, all facing forward. Remove any unnecessary furniture to provide more space.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	No large gatherings e.g. assemblies	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

	Staggered start times for school entry. All pupils to enter through designated points and go straight to class. Staggered break and lunchtimes to include cleaning of shared spaces e.g. hall. Time in Staff room to be minimised. Furniture to be laid out to encourage distancing. Parents not allowed on site or to gather at school gates. Staff to support pupils to remove face coverings if they arrive by taxi. Pupils must be instructed not to touch front of face covering when in use or while removing. Pupils to wash hands immediately after removing covering and bin it if disposable or place in plastic bag for later use. See timetable adjustment documents.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	External staff including supply, peripartetic, therapists, contractors to read and sign guidance on physical hygiene and social distancing on entrance to school. Contractors outside school hours if possible.				
	Resources in wrap around care Sun beams/ Breakfast club- indoor and outdoor play equipment to be cleaned more frequently. Pupils and staff to maintain social distancing. Maintain consistent group as far as possible. Maximum 16 in group with 2 adults.	Major Injury/Long Term Absence	Unlikely	Low 6	Yes
	Staff and pupils to have own items of frequently used items e.g. pens/pencils. Classroom based resources such as books and games can be shared but cleaned regularly along with frequently touched surfaces. Resources shared between classes should be cleaned frequently and always between bubbles, or rotated to be unused for 48 hours or 72 hours for plastic. No soft furnishings. No use of gym equipment. Children to limit equipment to bring from home e.g. lunch box, hat, coat, books, mobile phones, bag. returned reading books to be cleaned in Classroom and placed in a box. these to be returned after 48 hours to library.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	Staff and parents to inform school immediately of the results of a test. If negative and feel well they can stop self-isolating including other members of the household. If tests positive- self-isolate for 7 days and 14 days for other members in the household.	Major Injury/Long Term Absence	Unlikely	Medium 10	Yes

7. Manage a confirmed case of corona virus among the school community.	If a positive case arises for ANYONE who has attended the school- contact local health protection team(HPT) and Trust.HPT will carry out rapid risk assessment to confirm who has been in contact with the person during the period they were infectious and be asked to self isolate for 14 days. The household members of those contacts that are sent home do not need to self-isolate unless the child, or staff member who is self isolating subsequently develops symptoms. . School will follow guidance given by HPT. School to follow the rules around 'Close Contact' see goverment advice on Guidance for full opening of schools 2nd July 2020. School to provide home testing kit to parents/carers/staff who developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.	Major Injury/Long Term Absence	Unlikely	Low 6	Yes
8. Contain any outbreak	If school has 2 or more cases within 14 days or an overall rise in sickness absence where corona virus is suspected, they must work with local Health Protection Team who will advise if additional action is required.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Transport	Pupils using Taxis to remain in consistent group. No face coverings to be worn by under 11yr olds. Hands to be washed before entering and after leaving taxi.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Attendance	School to write to parents and provide clear expectations that all children should be returning to school in September. If children are self-isolating or not able to attend in line with clinical / public health advice this is authorised absence. These children to be offered remote learning. School to share protective measures with parents to reduce anxiety re returning to school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
	Adjustments to this risk assessment to be communicated to ALL staff via email during Summer holidays in light of shielding advice August 1st.				
Anxious staff	Share RA and all measures with staff. SLT to complete return to work discussions with all absent staff.Provide information where staff can access support. Avoid unnecessary workload.(DfE workload reduction kit)				

	The above measures will enable all staff to return to school in September. Risk assessment to be shared with staff before summer break and to be reviewed with ALL staff during INSET training in September. SLT to have due regard to staff well-being. Staff to be invited back to school for transition days before September. All absent staff to receive a phone call from SLT member to discuss their return to school. All staff returning from foreign travel must follow government guidelines for quarantine. All staff must be available to work on September 3rd 2020.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Catch up	All pupils to be given the Catch-up they need so that they make substantial progress by the end of the academic year.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
ITT trainees	Risk assessment to be shared with trainees during their induction	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Safeguarding	ALL staff to complete safeguarding training on INSET days in September 2020	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Curriculum	Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems. Ensure remote education planning is integrated. P.E. to be delivered outside whenever possible.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Pupil well-being	Transition in September to include adjustments to the timetable for 2 weeks to allow the following activities to : support the rebuilding of friendships and social engagement address and equip pupils to respond to issues linked to coronavirus (COVID-19) support pupils with approaches to improving their physical and mental wellbeing Staff and pupils to follow the reviewed Behaviour Policy June 2020. Some pupils may need individual support- e.g. those that have not engaged during lockdown.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Contingency plans	Remote education plans to be in place by the end of September 20	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
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**NOTES & APPROVAL**

<b>Assessor</b>	Claire McColville and David Gilbert
<b>TPAT H&amp;S Manager</b>	John Eddy
<b>Trip/Activity Leader</b>	Headteacher
<b>Headteacher/EVC</b>	Claire McColville
<b>Year Group/s</b>	Whole school