

This risk assessment has been completed following current government guidelines as of 23rd February 2021. The coronavirus outbreak is a rapidly developing situation and this risk assessment will be updated as the guidance changes.

RISK ASSESSMENT: Whole School - Covid-19 March 2021

Establishment Name	Tywardreath School
Persons at risk	Adults and pupils
Date of assessment	Feb-21
Review Date	Weekly



Truro and Penwith
Academy Trust

Description Of Hazard	Current Control Methods (Including Safe Working Practice)	Severity	Likelihood	Risk	Are Control Methods Adequate
Evacuation procedures during resumed full occupancy of the school	Fire risk assessment and evacuation routes are reviewed, and evacuation procedures updated as required including the impact social distancing measures may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). A full evacuation is timetabled for within the first 2 full days of school re-opening).	Death	Very Unlikely	Low 5	Yes
Premises not checked to ensure it is safe to open	Complete the re-opening checklist and ensure all issues are actioned	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Lack of ventilation	Mechanical ventilation systems are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. Adjusted to full fresh air or, if not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply Natural ventilation – windows are kept open (in cooler weather windows are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are kept open to assist with creating a throughput of air. External doors are opened (as long as they are not fire doors and where safe to do so). Staff and pupils can wear extra layers of clothing if weather is cold.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Lack of up to date information for staff	Regular staff briefings are organised, including any health and safety updates. These are full staff or SLT Team as appropriate and are held in the most appropriate space for numbers of staff and consideration of social distancing guidelines. It is explained to staff the measures the school has put in place to reduce risks.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Lack of up to date information for students and parents/guardians	Newsletter will be sent out to all parents/guardians before the school opens. Weekly updates on school website and FB page. Ensure all contact details are up to date. Communicate all new working / school arrangements to parents and any updates to those arrangements as soon as possible.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Failure to maintain supervision levels if staffing levels drop	Long-term contingency plans have been put in place. Staffing levels are checked each day by SLT to ensure that the school does not drop below a safe operational threshold of staffing. Plans to respond to increased sickness levels or shielding staff are in place.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff who are identified as shielding or clinically extremely vulnerable coming into contact with Coronavirus	CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home. Shielding will continue until 31st March 2021 and will then be reviewed.	Death	Very Unlikely	Low 5	Yes
Staff who were previously identified as clinically vulnerable coming into contact with Coronavirus	CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. Others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school given the system of controls that are in place. Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

<p>Students who were previously identified as shielding or clinically extremely vulnerable coming into contact with Coronavirus</p>	<p>Many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. We can request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.</p>	<p>Death</p>	<p>Very Unlikely</p>	<p>Low 5</p>	<p>Yes</p>
<p>Pregnancy</p>	<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 For pregnant staff considered CEV and those at 28 weeks gestation, the advice for clinically extremely vulnerable staff will apply. Further guidelines referred to are https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>

<p>Member of staff displaying symptoms of Coronavirus</p>	<p>Staff reminded at briefings of the requirements to immediately isolate if displaying symptoms and to get tested. Ensure that staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms, or they have tested positive in at least the last 10 full days. Ensure anyone developing those symptoms during the school day is sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent close contacts (see Close Contact tab below)</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
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<p>Student displaying symptoms of Coronavirus</p>	<p>Ensure that pupils do not come into the school if they have coronavirus (COVID-19) symptoms, or a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms, or they have tested positive in at least the last 10 full days. Ensure anyone developing those symptoms during the school day is sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. Staff providing support to be provided with PPE. Areas used by student to be thoroughly cleaned. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace or they have tested positive from an LFD test. Schools, staff and parents should be ready to provide information required for Test & Trace purposes i.e. details of recent close contacts. (see Close Contact tab below)</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
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<p>Transport for symptomatic staff/pupils.</p>	<p>The individual should not use public transport if they are symptomatic. If the staff/pupil cannot be collected by a member of their household bubble then guidance states that in exceptional circumstances, if the setting needs to take responsibility for transporting them home, we can do one of the following:</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 mask if they are old enough and able to do so. 	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
<p>Social distancing not observed in staff areas</p>	<p>Furniture has been removed in the staffroom to promote distancing. Lessons and break time are staggered to reduce the likelihood of staff all using staff areas at once. Staff gathering in confined spaces is avoided at all times. Adults are aware they should maintain 2 metre distance from each other. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone (see Close Contacts tab below)</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
<p>Social distancing not maintained at school gate or drop off/pick up point</p>	<p>Additional supervision is provided at gate and/or drop off/pick up point. Staggered opening and closing times. Tape/cones are used to demarcate the waiting area. Signage is displayed prominently within school and on the outside of buildings to encourage social distancing. It has been communicated to parents that only one parent should drop off or pick up students. Parent vehicular access to car parks is limited to essential car-users only -this requires active management at drop-off and pick-up times and pre-arrangements to be made - implications for the impact on local residents resultant from increased on-street parking have been considered. Arrangements have been communicated to parents via email/letter and they are regularly reminded about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>	<p>Yes</p>

<p>Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises</p>	<p>Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum. The school has staggered start times to enable more journeys to take place outside of peak hours. We have encouraged parents, staff and pupils to walk or cycle to school if at all possible. Consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with the local authority to promote safe cycling routes .Additional supervision is provided at gate and/or drop off/pick up point. Consider school parking arrangement to reduce congestion. Priority is given to disabled users and those identified as having health related issues. We have provided relevant guidance to parents on drop off and pick up arrangements and displayed signage prominently within school and on the outside of buildings to encourage social distancing . Schools must obtain copies of the Covid-19 risk assessments provided by their school transport provider. Please refer to the TPAT Covid-19 School Transport Policy for further information. For schools providing their own school transport, existing RA's should be amended to include Covid control measures. The following have been considered:</p> <ul style="list-style-type: none"> - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - PHE advises that children and young people aged 11 and over must also wear a face covering when travelling on dedicated transport to secondary school or college. 	<p>Major Injury/Long Term Absence</p>	<p>Very Unlikely</p>	<p>Low 4</p>	<p>Yes</p>
<p>Social distancing not maintained by students before school starts</p>	<p>Parents have been instructed not to allow students to attend before school starts. Students are directed straight to classrooms. Staggered opening and closing times. Cones and tape are used to demarcate the route to classrooms. Display signage prominently within school and on the outside of buildings to encourage social distancing.</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>

Social distancing not maintained in school corridors	Groups are kept as small as possible and are kept apart and movement around the school site is kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. For use of communal areas, complete the Communal Areas Risk Assessment.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not maintained in classrooms	Pupils should remain within their own, distinct groups/bubbles. Use tape to demarcate zones within the classroom if appropriate. Visualisers and whiteboards should be kept clear with a clearly identified teaching zone. Students are allocated their own chairs/tables and only use these. Class furniture has been moved or placed in a position to reduce pinch points, ensuring that free movement is possible. Where staff need to move between classes and year groups, they try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Adults are aware they should maintain a 2 metre distance from each other, and from children and that they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Pupils are seated side by side and facing forwards, rather than face to face or side on where possible.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes are taken in class groups to minimise mixing. Supervision is provided. Staggered breaks and lunchtimes to reduce cross-contamination. Schools must have copies of their catering provider's Covid-19 Risk Assessment. Outdoor playground equipment is more frequently cleaned. This also applies to resources used inside and outside by wraparound care providers. Playground and Equipment Risk Assessment can be completed.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Social distancing not maintained during meals	Lunch times are staggered to reduce numbers in one space. Less tables put out and spaced further apart. Supervision is provided. Staggered mealtimes. Pupils to eat in their classrooms.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Social distancing not maintained during physical activities (PE etc.)	No activities that require contact or proximity. Equipment can be used but is cleaned between groups. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Support social distancing with signage, barriers, floor markings and staff supervision. Refer to Use of Changing Rooms Risk Assessment	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Moving and handling of furniture to facilitate social distancing	Site team to move equipment where required. Ask for additional help if needed by contacting external assistance. Speak to Trust for advice. Staff will complete Manual Handling Training before moving heavy or awkward furniture.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Storage of furniture or equipment removed from classrooms workspaces and other areas	Unused classrooms can be used for extra storage space. All tables and chairs to be stacked safely.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Lack of hand washing facilities	Toilets and classrooms have hand washing facilities. Children are instructed where to wash hands and how to socially space. All hand wash areas are provided with soap dispensers and are checked twice daily. Paper towels are also provided. Classrooms without sinks have supplies of hand sanitiser and dry foaming soap (no water required).	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Over-use or miss-use of hand sanitiser	Hand sanitiser is available at reception for visitors and for staff in the kitchen, staffroom and offices etc. Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs are helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes

Staff and students not cleaning hands frequently	Pupils and staff are encouraged to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Small children and pupils with complex needs are helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross contamination of used tissues etc.	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://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Disposal of potentially contaminated waste	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	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Cross contamination from sharing equipment	Equipment sharing is discouraged as much as possible. Each classroom is provided with sanitising wipes to clean equipment between usage. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and are shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

<p>Cross contamination from sharing personal possessions (water bottles, toys etc.)</p>	<p>Students bring own water bottles. Sharing of personal possessions is not permitted. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
<p>Cross contamination from contact with frequently touched surfaces (door handles, hand rails, tables etc.)</p>	<p>A cleaning schedule has been put in place that ensures cleaning is generally enhanced and includes: - more frequent cleaning of rooms and shared areas that are used by different groups - frequently touched surfaces being cleaned more often than normal Public Health England has published guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>
<p>Cross contamination from use of welfare facilities - toilets, sinks, water fountains etc.</p>	<p>Toilets and sinks etc. are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet - <i>different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it.</i> Recommission water fountains where applicable. Ensure they have been flushed in accordance with Legionella regulations. This should be recorded on the Premises Checklist. Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Major Injury/Long Term Absence</p>	<p>Unlikely</p>	<p>Low 8</p>	<p>Yes</p>

Cross contamination from food served on the premises	School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 . Complete 'Re-opening of School Canteen Risk Assessment'	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Internal cleaning and catering staff to be provided with disposable gloves and aprons or ensure their fabric PPE is washed daily. External providers should have equipped their staff as necessary. Refer to their risk assessments.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Visitors to the school site	Any visitors to site including parents and contractors only attend site if pre-arranged. Visitors are required to hand-sanitise at reception, on entry and exit and will be signed in and out. The school has had discussions with key contractors about the school's control measures and ways of working as part of planning for the re-opening. We ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record is kept of all visitors. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and are familiarised with the system of controls as set out in our risk assessment.	Major Injury/Long Term Absence	Very Unlikely	Low 4	Yes
Provision of first aid (including paediatric first aid where appropriate) support to students	Disposable gloves etc. available in first aid kit. Utilise First Aid grab bags. Grab bag include body fluid spillage kits and disposable apron and face mask.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Providing care (dispensing medicines etc.) for students with medical needs	Disposable gloves etc. available in first aid kit where appropriate. Care plan reviewed if appropriate and updated alongside current government guidelines. Any child who is unwell with symptoms of any kind should not attend school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Providing care for students with specific care needs (support for toileting etc.)	Individual risk assessment and care plan are reviewed and updated alongside current government guidelines. PPE to be 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.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Providing care for students with specific emotional or behavioural needs	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.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff mental health issues	Management to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and to offer whatever support they can to help.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Staff transport to/from school	Public transport should be avoided. If unavoidable, face coverings must be worn. Staff are reminded of the heightened risk when using fuel stations before attending work. Using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19. Always wash hand as soon as staff get to school.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
Foreign Travel	Ensure that no pupils or staff come to school if they have returned from certain countries within the last 14 days. Visit https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors for up to date information.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes

Face coverings at school (employees)	Face coverings will be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	Major Injury/Long Term Absence	Unlikely	Low 8	Yes
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NOTES & APPROVAL

Assessor	C McColville
TPAT H&S Manager	John Eddy
Trip/Activity Leader	C McColville
Headteacher/EVC	C McColville
Year Group/s	EYFS - Y6