

Risk Assessment – Safeguarding Measures during the Covid-19 Outbreak

Academy			
Activity being assessed	Safeguarding measures during the Covid-19 outbreak		
Number of people affected at any one time		Date of Activity	
Name of person completing this assessment	R J Roberts	Position of person completing this assessment	H&S Co-ordinator
Persons consulted in completion of this assessment	Head Senior staff members	Risk Benefits	Safe return to school of all staff and pupils
Date of Assessment	1 st January 2021	Revision:	

What are the Hazards ?	Who may be harmed and how (Pupil, Staff, Visitor, Contractor etc.)	Existing controls – what are we already doing ?	Risk Level (Trivial, Tolerable, Moderate, Substantial, Intolerable)	Further controls if required to lower risk level	Re-evaluation (Trivial, Tolerable, Moderate, Substantial, Intolerable)	Comments
Risk of Covid-19 infection spreading between staff, pupils and visiting adults	Pupil, staff, visitor	Head of School to regularly check the latest Trust and government advice for schools and ensure the advice is shared and followed	Moderate	Only staff providing or supporting the delivery of education are to be allowed in the building(s) on a daily basis	Tolerable	Cornwall is currently in Tier 3 of the government's rules
NOTE: anyone who is feeling ill should NOT come into school	Infected with Covid-19 and subsequent illness	Staff share key information about hand and respiratory hygiene daily. Reminding pupils with catch it, bin it, kill it advice and showing good hand washing techniques	Moderate	Staff and pupils to be asked to wipe or wash their hands <ul style="list-style-type: none"> • On arrival at school • After blowing their nose or coughing 	Tolerable	Posters showing good hand washing techniques to be sited in prominent positions around school

				<ul style="list-style-type: none"> • Before and after using the toilet • Before and after breaks and outside activities • Before and after food preparation • Before and after eating any food including snacks • Before leaving school 		Mark the appropriate box on the appropriate hand washing log once complete
		Pupils and staff are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow	Moderate	Installation of hand sanitisers at all entrances and exits Ensure sufficient soap, hand towels, sanitising gels and boxes of tissues available on site	Tolerable	Posters showing good respiratory hygiene to be sited in prominent positions around school
		At sign-in social distancing and hand sanitisation to be observed Administrators to ask if visitors have experienced any COVID-19 symptoms prior to giving access to site	Tolerable	Administrators to sign visitors in on their behalf and hold a laminated copy of the safeguarding visitors' guidance for visitors to read and agree	Trivial	Proof of identity will be required and schools may refuse right of entry if not provided
		Doors propped open to minimise contact with handles (affects fire risk assessment)	Tolerable			At end of day ALL doors are to be closed to prevent spread of fire whilst building is unoccupied

		Hand sanitiser and wipes available on entry to school site and around school in communal areas	Moderate			Hand sanitiser needs to be rubbed in till dry as can cause chemical burns when in contact with metal
		Pupils reminded to wash hands regularly	Moderate	Using soap and water is more effective than using hand sanitisers	Tolerable	Pupils should not be using hand sanitiser due to alcohol content, allergens and burns potential
		Inform cleaning staff of any areas requiring particular attention	Moderate	Additional cleaning products available and staff asked to pay particular attention to door handles, light switches, all hard surfaces, sanitary facilities and communal areas	Tolerable	
		Social distancing taking place and sign at front of school as reminder	Moderate	Pupil attendance records to be taken daily Only staff and expected visitors to be allowed into the buildings	Tolerable	
		All staff to be reminded that additional hygiene refreshment of all “touch” surfaces should be completed throughout the school day	Moderate	Additional sanitising products available and staff asked to pay particular attention to door handles, light switches, all hard surfaces, sanitary facilities and communal areas	Tolerable	
Increased vulnerability of Covid-19 infection spreading to BAME staff, pupils and visitors	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	Trust HR to identify all BAME staff Heads to identify all BAME pupils Trust HR to support Heads to hold sensitive and comprehensive conversations with BAME staff, pupils and	Moderate	Social distancing, good hand and respiratory hygiene should be strictly adhered to by everyone BAME staff and their families encouraged to engage with the NHS test and trace programme	Tolerable	It is recognised and acknowledged that the BAME community has an increased risk of contracting COVID-19 and their subsequent mortality rates are higher

		parents on an ongoing basis throughout the pandemic Consideration given to BAME staff working from home or redeployment to an area of lower risk where possible or a balance between working from home and school if appropriate		PPE available on site		It is also recognised and acknowledged that the acute impact of COVID-19 on the BAME community is disproportionate both personally and professionally
Pupil or staff member feels unwell and are showing symptoms and it is believed that they have been exposed to COVID-19	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	Call NHS 111 and parent (if pupil) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent/relative to come to school Call 999 if they are seriously ill or injured or their life is at risk Pupil/adult sent to main school office and seated in a room at least 2m away from others Explain that they are safe, but you will close the door – make sure the blinds are up, so that they can be monitored and any windows are open for ventilation purposes If they need to use the toilet whilst waiting for medical assistance, they should use the toilet as directed by the senior staff member	Moderate	The affected person should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available they should put the tissue into their pocket or up their sleeve for disposing of later If you don't have any tissues available, they should cough and sneeze into the crook of their elbow All areas that have been occupied by the pupil/adult will need to be cleaned once they have left Supervising adults to have access to disposable gloves, aprons and face masks Raise CV19a form for affected pupil/adult	Tolerable	Main symptoms of Covid-19 are <ul style="list-style-type: none"> • High temperature • Loss of taste or smell • New and continuous cough Parents/carers are advised to take their children's temperature at home before bringing them to school Children may also display additional symptoms including <ul style="list-style-type: none"> • Fatigue • Headache • Sore throat • Unusual skin rash
A case of COVID-19 (pupil or adult) is	Pupil, staff, visitor	No further restrictions or special control measures are	Moderate	No need to close the setting or send other pupils or staff home	Tolerable	Any members of staff who have provided

suspected to have been at our setting	Infected with Covid-19 and subsequent illness	required while laboratory test results for COVID-19 are awaited		until the outcome of the test is known		close contact care to someone with symptoms do not need to go home to self-isolate unless: <ul style="list-style-type: none"> • they develop symptoms themselves, in which case, they should also arrange to have a test • the symptomatic person subsequently tests positive • they are requested to do so by NHS Test and Trace, the PHE advice service or PHE local health protection team if escalated
A case of COVID-19 (pupil or adult) is confirmed at our setting	Pupil, staff, visitor Infected with Covid-19 and subsequent illness	Make your Trust executive head and H&S co-ordinator aware. Contact DfE (0800 046 8687) and advise them of the case. Also notify the local Health Protection Team (Cornwall Council) to discuss the case so they can advise on any actions or precautions that should be taken	Substantial	The Health Protection Team will be in contact with the patient directly to advise on isolation and through NHS Test and Trace identifying other contacts and being in touch with any contacts of the patient to provide them with appropriate advice Advice on cleaning of communal areas such as classrooms,	Moderate	If there is a confirmed case, a risk assessment will be undertaken by the Trust and school with advice from the local Health Protection Team In most cases, closure of the school will be unnecessary, but this

		Assessment of the school to be undertaken by the local Health Protection Team Advice on the management of pupils and staff will be given based on this assessment		changing rooms and toilets will be given by the Health Protection Team Complete CV19a form and submit Thorough clean through of affected areas using anti-viral product		will be a local decision based on various factors such as size and pupil mixing, etc
NHS Test and Trace unable to contact relevant persons following positive case reported at school	Pupil, staff, visitor Spread of Covid-19 and subsequent illness to other persons	Accurate daily recording of attendances for all pupils, staff and visitors is essential for NHS Test and Trace purposes	Tolerable	Staff to be aware of their contacts throughout the school day, both direct close and proximity	Trivial	Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin) Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes), travelling with an infected individual in a car
Pupils are missing education due to either local lockdown or having to self-isolate/quarantine	Pupil Falling behind in their learning	Teaching staff to implement full remote learning plan in the case of a local lockdown Teaching staff to implement individualised remote learning plan in the case of self-isolation or quarantine	Moderate			

Lack of first aider cover available during school opening hours	Pupil, staff, visitor Injury due to accident	School to ensure that a current certified first aider is always on duty whilst pupils are in attendance All normal first aid procedures are to be followed	Tolerable			It is recognised that a paediatric first aider should always be in attendance for EYFS pupils, but this is not always practicable or reasonable
Provision of care for pupils with medical and specific care needs	Pupil, staff Ill health due to lack of care	Ensure sufficient contents are available in all first aid kits available on site including PPE EHCs to be reviewed and updated where appropriate	Tolerable	Disposable aprons to be worn when providing intimate care Face masks available to be worn if felt appropriate whilst providing intimate care	Trivial	Ensure sufficient and suitably qualified and experienced first aiders are available during the school day
Premises not safe/compliant to be open eg statutory compliance inspections/certification have lapsed	Pupil, staff, visitor Injury/illness due to unsafe/non-compliant premises	Premises staff to undertake comprehensive assessment of safety and compliance of premises	Tolerable	Any outstanding issues to be addressed prior to school re-opening	Trivial	Measures taken to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable
Occupants unaware of emergency fire evacuation routes	Pupil, staff Unable to exit building in event of a fire	Existing fire procedures to be reviewed against building occupancy All staff to be briefed on any revised fire procedures and evacuation routes	Tolerable	Fire drill to be undertaken every half term Ensure social distancing is adhered to during the drill Signage to be complete and applicable	Trivial	
Lack of up-to-date information for staff	Pupil, staff Inadequate response to arising situation	Agenda item on weekly staff meeting	Tolerable	Comprehensive information available on the staff portal under Covid-19 and H&S tabs	Trivial	

Lack of up-to-date information for parents/carers	Pupil, visitor Parental dissatisfaction Pupils not in school	Communication sent to all parents/carers prior to school re-opening	Tolerable	Weekly updates sent to parents/carers via email, websites and social media after re-opening	Trivial	
Failure to maintain supervisory levels if staffing numbers drop	Pupil, staff Worsening behavioural standards	Staffing levels checked on daily basis by SLT Contingency plans in place if staff ratios drop below set levels	Moderate	Pool of supply staff available in case of emergency	Tolerable	If insufficient staff available the bubble will be sent home and their remote learning package implemented
Staff who are identified as clinically extremely vulnerable being exposed to Coronavirus	Staff Infected with Covid-19 and subsequent illness	Any staff who are clinically extremely vulnerable should make themselves known to their head of school and/or Trust HR	Moderate	Staff identified as clinically extremely vulnerable to undertake a specific risk assessment with head and Trust HR/H&S co-ordinator which will be held on their HR file Appropriate PPE and action plans put in place	Tolerable	Trust HR advisers confirm that CEV staff should not attend the workplace and should work from home where possible until further notice
Pupils who are identified as clinically extremely vulnerable being exposed to Coronavirus	Pupil Infected with Covid-19 and subsequent illness	Parents/carers reminded to advise school of any clinically extremely vulnerable pupils	Tolerable	School to arrange for remote learning to be put in place for any clinically extremely vulnerable pupils where applicable	Trivial	
Staff or pupils who live with someone who is identified as clinically extremely vulnerable and shielding attending school	Pupil, staff Infected with Covid-19 and subsequent illness	To be assessed on a case by case basis following the latest government guidance	Tolerable	Parents/carers/staff reminded to advise school of any clinically extremely vulnerable person	Trivial	
Staff who are identified as clinically vulnerable being exposed to Coronavirus	Staff Infected with Covid-19 and subsequent illness	Any staff who are clinically vulnerable should make themselves known to their head of school and/or Trust HR	Tolerable			Current guidance does not advise clinically vulnerable people to not attend their workplace

Full return to school of all pupils and staff	Pupil, staff Infected with Covid-19 and subsequent illness	Contact to be made with parents/carers of all pupils expected to return to plan class groups and areas to be used Keep class “bubble” sizes to normal number of pupils Increased staff supervision Start, end of day, break times and lesson times staggered to reduce congestion	Moderate	All tables and chairs arranged to face the front of the classroom Maintenance of 2m social distancing, where possible, between pupils and staff in class Signs in corridors instructing pupils to walk on the left and maintain social distancing to staff Only one bubble at a time to use the corridors, toilets and lobbies	Tolerable	Separate class bubbles to use identified toilet facilities at any one time External and internal play equipment must be inspected and sanitised both before and after use <u>if</u> used
Social distancing not maintained at school pick-up/drop off points	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Additional supervision provided at all drop off and pick up points Drop off and pick-up points to be clearly delineated and communicated to parents/carers Maximum one parent/carer to drop off/pick-up	Moderate	Drop off and pick-up times to be staggered for different bubbles Parents/carers asked to wear face coverings when dropping off and picking up their children Parents/carers instructed not to remain on site at pick-up/drop off points after their allocated times have passed Parents/carers reminded to maintain social distancing whilst on site Signage available and prominent	Tolerable	The Trust reserves the right to impose further measures if parents/carers do not observe social distancing measures whilst on site
Social distancing not maintained by adults before school starts and after school finishes	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Parents/carers instructed not to allow pupils to attend before allocated school start time Pupils directed straight to their classroom Parents/carers instructed to remove pupils from school immediately at allocated time at end of school day	Tolerable	Supervising staff to monitor and remind parents/carers to wear face coverings and maintain social distancing if necessary Signage available and prominent	Trivial	

Social distancing of adults not maintained during school day	Pupil, staff, visitors Infected with Covid-19 and subsequent illness	Furniture to rooms being positioned to promote social distancing Staff to give daily reminders to pupils Social distancing floor tape to be installed in identified positions	Moderate	Lessons and break times to be staggered to reduce likelihood of staff and pupils using all areas at once Staff should wear face coverings in all communal areas and areas where it is not possible to maintain social distancing	Tolerable	All visitors to be asked to wear face coverings in all communal areas and where it is not possible to maintain 2m social distancing NOTE: some exclusions apply to the wearing of face masks
Social distancing of adults not maintained during meals	Pupil, staff Infected with Covid-19 and subsequent illness	Lunch times to be staggered to reduce numbers in the hall if used Fewer tables set out to comply with bubbles	Moderate	Pupils to remain in their bubbles at all times and to remain in their allocated areas for eating lunch	Tolerable	Separate risk assessment undertaken for delivery of hot/cold meals on site
Moving, handling and storage of furniture to facilitate social distancing	Staff Injury due to poor manual handling techniques	Staff who move furniture to have undergone manual handling training	Moderate	Site staff, where available, to assist with moves	Tolerable	
Ventilation within building	Pupil, staff, visitors Illness due to overheating or coldness	External doors and windows to be opened for 5 minutes every 20 minutes to each area	Moderate	If all staff in the area agree doors and windows may be opened for longer periods	Tolerable	Balance to be achieved during winter and inclement weather conditions
Cross contamination from sharing equipment, personal possessions, etc	Pupil, staff Infected with Covid-19 and subsequent illness	Sharing of equipment to be discouraged as far as possible All classrooms to have paper towels and sanitising fluid to enable staff to hygiene refresh all equipment between uses Sharing of personal possessions is not permitted	Moderate	Pupils to provide their own water bottles Individual storage containers available for all pupil's belongings Usage of soft furnishings and toys to be restricted Pupils not to bring any equipment in to school from home	Tolerable	

Cross contamination from contact with frequently touched surfaces, eg door handles, light switches, hand rails, tables, etc	Pupil, staff Infected with Covid-19 and subsequent illness	Frequently touched surfaces to be hygiene refreshed by staff at the end of every session throughout the day Cleaning staff instructed to thoroughly clean and sanitise all frequently touched surfaces each day	Moderate	Toilets and sinks, etc will be hygiene refreshed by staff after each break time	Tolerable	Mark the appropriate box on the appropriate cleaning log once complete
Cross contamination from food served on premises	Pupil, staff Infected with Covid-19 and subsequent illness	Catering contractor/in house team to confirm that they have updated their risk assessments and procedures	Tolerable			
Cross contamination from sharing communal items; fridge, water boiler, microwave, sink, photocopier, shredder, dishwasher, etc	Staff Infected with Covid-19 and subsequent illness	All toilets, kitchenette and photocopier to have paper towels and sanitising fluid to enable staff to hygiene refresh all surfaces and equipment between uses Sharing of personal possessions is not encouraged	Moderate	Staff to ensure all their used cutlery, mugs and dishes are put directly into the dishwasher – last person in the building to set the dishwasher going	Tolerable	Any out of date items in the fridge are to be removed and put into the general waste

Action Plan

Action Required	To be completed by	Target date	Completion sign off date
<ul style="list-style-type: none"> Identify all BAME staff Identify all BAME pupils Good hand hygiene posters to be displayed around the school Good respiratory hygiene posters to be displayed around the school Social distancing posters to be displayed around the school 	Trust HR/Head Exec Heads/Head Head/staff Head/staff Head/staff	4 th January 2021 4 th January 2021 4 th January 2021 4 th January 2021 4 th January 2021	

<ul style="list-style-type: none"> • Purchase suitable quantities of cleaning fluids, hand sanitiser, hand soap, paper towels, toilet tissues, kitchen towels, disposable gloves, disposable aprons, face masks, bin liners, black bin bags, pedal bins • Location of hand sanitisers to all entrance/exits • Remind cleaning staff of the need to complete enhanced cleaning daily • Weekly agenda item at staff meeting • Communication sent out to all parents/carers prior to school re-opening • Regular communications sent out to all parents/carers after school re-opens • Head of School to assess staffing levels on regular basis • Head of School to have contingency plans if staffing levels fall below agreed ratios – to be constantly reviewed • HR team/Heads to contact all extremely clinically vulnerable staff to confirm working from home where possible or shielding where not • Determination of suitable bubbles and staff ratios and areas to be used • SLT to determine suitably staggered drop off and pick-up times, break and dinner times throughout the school day • Classrooms to be re-organised to accommodate social distancing to staff and forward facing of all desks • All pupils to have identified individual storage areas • Social distancing tape to be obtained and installed where pertinent • Cleaning staff to be advised that all bin contents must be double bagged prior to being put into the general refuse bins 	Trust premises managers	4 th January 2021	
	Head	4 th January 2021	
	Trust premises managers/Head	4 th January 2021	
	Head	4 th January 2021	
	Head	4 th January 2021	
	Head	4 th January 2021	
	Head	On-going	
	Head	On-going	
	Trust HR Team/Heads	4 th January 2021	
	Exec Heads/Heads/SLT	4 th January 2021	
	Head/SLT	4 th January 2021	
	Head/SLT	4 th January 2021	
	Head/Staff	4 th January 2021	
Head/staff	4 th January 2021		
Trust premises managers/Head	4 th January 2021		

<ul style="list-style-type: none"> • Create logs for regular handwashing and cleaning regimes • Assessment of building compliance • Staff survey to ascertain confidence to return to work • Personal risk assessments for extremely clinically vulnerable members of staff and/or pupils • Regularly check https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#educational-visits 	Trust premises managers/Head Trust premises managers Trust Operations Manager Head/Trust HR/H&S co-ordinator All staff	4 th January 2021 4 th January 2021 4 th January 2021 4 th January 2021 Continuous	
Signature of Assessor	Signature of persons involved in activity	Signature of Approver	Date to be reviewed (This should be annually or after an incident)

When complete please email a copy of this Risk Assessment to: HS@bridgeschools.co.uk

Risk assessment read and agreed – Please leave your name and date understood below – Thanks

NAME (block capitals)	SIGNATURE	Date Read and Agreed

INFORMATION

	Slightly Harmful	Harmful	Extremely Harmful
Highly unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

EXAMPLE

Risk Level	Action and Timescales
Trivial	No action nor documentary records – but good practice to keep the assessment.
Tolerable	Improvements not mandatory, but record and monitoring required to ensure controls are maintained. Go for cheap improvements where possible.
Moderate	Aim to reduce risk but costs of prevention may be limited. Measures should be tied to a timetable.
Substantial	Where the risk involves work in progress urgent action must be taken otherwise work should not start until the risk has been reduced. Considerable resources may have to be allocated.
Intolerable	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.

An activity that has the potential to result in extreme harm but is unlikely to happen would result in a Substantial Risk Rating; this would require additional control measures